



## Cow Creek Government Office

### Clinic IT Technician

Job Code: 2255  
Department: Clinic Support  
Location: Roseburg/Canyonville, OR.  
Minimum Wage: \$23.99

#### POSITION PURPOSE:

This position is responsible for providing technical support to users of clinical desktop computers, telephones, and office equipment and ensuring IT security standards are met. Also, for assisting network administration and in maintenance, repair, analysis, and development of network systems and enterprise applications as well as providing IT training for clinic staff.

#### ESSENTIAL FUNCTIONS:

- Performs corrective and preventive maintenance of desktop computers, telephones, and office equipment.
- Performs installation and configuration of hardware / software for desktop computers, telephones, and office equipment.
- Builds, tests, and deploys computers with correct software for the installation.
- Performs periodic inventories of desktop computer, telephone, and office equipment.
- Accurately documents all work performed in Help Desk software application.
- Assists network administration staff in maintenance, repair, analysis, and development of network systems and enterprise applications.
- Provides departmental and corporate training in information technology.
- Ensures that clinical employee needs are the first priority when approaching work assignments.
- Fosters a sense of teamwork and collaboration within the department and property by demonstrating respect for others' judgment and capabilities and gives praise/recognition to those who earn it.
- Maintains confidentiality of verbal, written and electronic information. Limits access to information on a job-related, need-to-know basis.
- Ensures that both written and verbal communications are clear, concise, complete, accurate and effective.

#### QUALIFICATIONS:

- Either/or:

- Associate of Science in Computer Information Systems or equivalent mix of experience and certification / degree required.
- Any 2 of the following:
  - Comptia A+
  - Comptia Network+
  - Comptia Security
- 2 years documented experience in maintenance and repair of desktop computer systems required.
- Experience with clinical applications preferred but not required.
- Must work well with medical providers and be respectful of patients who may be in the area.
- Must sign HIPAA agreement.
- Excellent organizational, verbal, interpersonal, and customer relations skills.
- Advanced computer skills with extensive experience in repair and maintenance of computer systems.
- Must be 21 years of age or older.
- Current Oregon Driver's License.
- Employee must maintain a neat, clean, and well-groomed appearance at all times (specific standards available).