



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6062 Fax (801) 412-3276

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February 21, 2012

## **PUBLIC NOTICE**

The City of South Salt Lake is accepting additional applications for the following position:

### **POLICE MIS TECHNICIAN**

The Police MIS Technician works under the direction of the MIS Coordinator; supports police personal computer and network operations; provides hardware and software planning and evaluation; provides problem solving and training; and ensures systems efficiency and integrity.

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#### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Participates in system development, analysis, programming, and support activities for police computer systems, including records management system, department laptops, and phone system.
  - 1.1 Oversees testing of system, data conversion, and implementation of new systems and link-ups with other systems and locations
  - 1.2 Performs general maintenance for police desktop computers and laptops and assures proper system interface with Spillman, Windows, Groupwise, Microsoft Office, Netmotion, and other systems
  - 1.3 Replaces failed components and installs software, monitors equipment enhancements, and installs upgrades as approved
  - 1.4 Assists in preparation of budget and recommends purchases of hardware and software needed
  - 1.5 Develops, implements and monitors law enforcement systems, policies and controls to ensure data accuracy, security, and legal and regulatory compliance
  - 1.6 Assists in providing computer education/training needs of police personnel
  - 1.7 Works in cooperation with Valley Emergency Community Center and other law enforcement agencies to ensure proper data flow
  - 1.8 Monitors and maintains patrol video surveillance systems
  - 1.9 Subject to callout and irregular working schedule 24 hours a day
2. Assists as needed in other areas of the City to troubleshoot and resolve problems with equipment or software, provide training, install hardware or software, monitor backups, etc.

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#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Graduation from a high school or GED equivalent, completion of college-level computer-related courses, and four years of related experience, or any equivalent combination of related education and experience.

Must possess a valid state driver's license or have the ability to obtain one prior to employment.

## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Unix, Windows, Novell, SQL and other operating systems; knowledge of software applications including word processing, spreadsheets, database management and development tools; knowledge of computer hardware systems; knowledge of telephone/telecommunications systems.
2. Skill in the use of precision hand tools used in computer adjustments and repair.
3. Ability to communicate with City computer users to quickly discern hardware and software problems or provide necessary training in the use and application of various software programs.

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## PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Some bending, stooping and/or lifting will be required. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**GRADE: 19**

**MONTHLY SALARY RANGE: \$3,661 – 5,538 (typically hire at minimum)**

**CLOSING DATE: Monday, March 5, 2012 at 6:00 p.m.**

### **MUST COMPLETE CITY APPLICATION**

**Resumes submitted without application will not be considered.**

**Application available on website at [www.southsaltlakecity.com](http://www.southsaltlakecity.com) and fax to 801-412-3276**

**or apply in person**

**CITY OF SOUTH SALT LAKE**

**220 EAST MORRIS AVENUE (2430 South)**

**2nd FLOOR**

**SELECTED APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER**