MEMPHIS LIGHT, GAS & WATER DIVISION
https://jobs.mlgw.org
Job Recording (901) 528-4241

OPENING DATE: FEBRUARY 7, 2017
CLOSING DATE: FEBRUARY 24, 2017

JOB TITLE: COMPUTER SOFTWARE SPECIALIST 1
(OFFICE AUTOMATION)

Duties: Apply entry level functions to implement, develop and/or maintain new systems to meet information system requirements.

Bachelor’s degree in Computer Science, Engineering, Information Systems or Business with a concentration in Information Systems or Math with a concentration in Computer Science or Bachelor’s degree with a minimum of 12 hours college accredited Information Technology or Information Systems courses. Educational requirements may vary depending on departmental need for database, computer hardware/software, mainframe, networking, or programming. Must have knowledge and skills in (1) or more of the fields listed below. Experience and knowledge requirements will vary according to area and departmental needs. Desktop Support: Windows 2000XPVista/7, Windows Group Policy Management, ZENworks Configuration Management, GroupWise, Microsoft Office, VMware View, desktop management, desktop virtualization, thin-clients PCs, tablet/mobile devices, central anti-virus software management, email system support, and office suite. Applicable certifications which might include A+ Certification. Must have a valid driver’s license from state of residence.

Works inside under good conditions. Subject to sitting for long periods of time at computer terminals, eye fatigue, grasping/reaching for technical manuals/printouts and distinguishing color, and occasional light lifting, bending, stooping/crouching to load computer equipment, paper and carry materials.

CANDIDATES ACCEPTING EMPLOYMENT WITH MLGW MUST LIVE AND MAINTAIN THEIR RESIDENCE WITHIN THE BOUNDARIES OF SHELBY COUNTY, TENNESSEE WITHIN SIX MONTHS OF THEIR EMPLOYMENT DATE. EOE M/F/D/V

TO APPLY FOR THIS JOB GO TO: https://jobs.mlgw.org