

# 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>**