

## WOOD COUNTY

Position: IT Tech Position

Open Date: June 2026

Close Date: until filled

Reports To: Information Technology Director

Wood County Information Technology is looking for technically skilled candidate with good problem-solving ability for a Full Time Infrastructure Support Technician. The duties for this position include being a reference point for all IT related queries at the user level, responding to user needs in a timely manner and ensuring the optimal running of all systems, among other technical duties. Applicants should also possess fundamental knowledge of computer hardware, software, peripheral and networks. IT technicians are expected to display good interpersonal skills as they will interact with colleagues from various departments and executive levels. They are required to listen to their technical needs, understand their problems, and implement solutions to them.

### JOB RESPONSIBILITIES:

- Provide both remote and field Computer Hardware, Software, Peripheral and Network support
- Set-up, Delivery, Installation and Troubleshooting of Computers, Printers, Network infrastructure and other devices
- Performing tests and evaluations of new software and hardware.
- Providing support to users and being the first point of contact for error reporting.
- Establishing good relationships with all departments and colleagues.
- Managing technical documentation.
- Chosen applicant will be required to follow a rotating, on-call schedule

### JOB REQUIREMENTS:

- Proven experience as IT Tech or relevant position with 2-3+ years working experience
- Experience in the configuration, installation and troubleshooting of Network infrastructure
- Excellent diagnostic and problem-solving skills
- Excellent communication ability
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks
- Good knowledge of internet security and data privacy principles
- Applicant must have a valid Texas Driver's License and current Texas liability insurance

**SALARY:** Depending on qualifications and experience. Excellent Benefits Package.

### OTHER REQUIREMENTS:

Applicants must submit a Wood County application, Wood County Information Technology Addendum and a resume to the Wood County Human Resources Department. These three items can be emailed to

[jharrelson@mywoodcounty.com](mailto:jharrelson@mywoodcounty.com), hand delivered to the Human Resources department on the first floor of the courthouse, or mailed to:

Human Resources  
I. T. Application  
P. O. Box 1733  
Quitman, TX 75783

Drug Testing and Criminal Background Checks are REQUIRED prior to employment. Applicants should not have any CONVICTIONS of a Class "B" Misdemeanor or higher to be considered.

### JOB SUMMARY

This is a full-time salaried position and may require more than 40 hours a week occasionally. Salary depends on experience. A criminal background check is required. No relocation is provided with this position.

\*Not all applicants will be interviewed. \* Persons with questions may contact Jen Harrelson, Director of Information Technology, [jharrelson@mywoodcounty.com](mailto:jharrelson@mywoodcounty.com).