



HUMAN RESOURCES DEPARTMENT  
CITY OF WHEELING  
1500 CHAPLINE STREET  
WHEELING, WV 26003

## COMPUTER TECHNICIAN CITY OF WHEELING

The City of Wheeling is accepting resumes for a full-time Computer Technician. This position performs a variety of technical duties, including: maintaining, troubleshooting, and repairing desktop and laptop computers; inventorying and documenting upgrades; developing computer policies for City employees; learning specialized scripting/programming for various software programs used in City departments; training employees on computer and software use; other computer related duties as directed.

Qualifications include: advanced training in computers; two (2) years of experience as a help desk technician; proficiency in Microsoft programs and Windows operating systems; ability to troubleshoot/correct computer problems; must be capable of working with minimal supervision.

**Interested applicants should send resumes by March 8, 2013 to:**

Leslie Waechter  
Human Resources Director  
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Wheeling, WV 26003  
lwaechter@wheelingwv.gov