Information Technology Officer

Summary

We are seeking an experienced, skilled information technology candidate to join our growing organization. In this position, you will be responsible for supporting network databases and systems, updating system hardware and software, troubleshooting system errors, and assisting team members in supporting all data security and optimization. An extensive background in technology and computer science, with experience in maintaining and installing IT systems, is a must.

Examples of Basic Tasks and Duties

- Perform data backups to ensure all company-owned work is saved
- Monitors all Hinds County Jail systems, Hinds Sheriff Office's LAN/WAN, and Wi-Fi to ensure full coverage
- Manages all aspects of the Hinds County Jail Management System database.
- Monitors Hinds County Jails' cameras, phones, and stand-alone servers.
- Assist with the design, implementation, and support of new software and features
- Evaluate connectivity issues, equipment, and software and hardware
- Respond to IT issues; hardware maintenance, software, networking, etc.
- Provide helpdesk and technical support either by phone, remote access, or site visits
- Oversee troubleshooting for system errors
- Set up equipment for new users and employees
- Consult with vendors and clients to integrate and update company technology
- Ensure system optimization for all technology resources
- Coordinates with Hinds County Information Technology to administer network and data security, including directory, group policy, firewalls, virus protection, and email security
- Perform other duties as assigned.

Specific Duties

- Applies established policies governing the activities of inmates and for carrying out court orders, booking procedures, required records, and searching and releasing of prisoners.

- Conduct periodic reviews of work of subordinates and their materials, equipment, personal appearance and work methods and procedures.

- Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by policy, rules and regulations, special or general orders.

- Initiates corrective actions and/or disciplinary action as necessary.

- Ability to receive orders from superiors and to transmit them to subordinates in a firm but tactful manner.

- Ability to react quickly and calmly and direct the work of subordinates in an emergency.

- Ability to perform all the essential duties and requirements of the Detention Officer position.

- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

Minimum Qualifications

- Industry certification (MCSE), CompTIA A+, CompTIA Net+ certification, or other related IT professional certification; must meet all state-required licensure/certification. Preference given to candidates with the following: CASP, CEH, CISSP, GSEC, GCIH, Sec+, Net+, A+, Cloud+, CCNA, CCNP, CCDP, CCDA, MCP, MCSA, MCSE, MCITP, MTA
- Minimum 2 years' experience in an information technology role
- Experience working with network and server management support

- Up-to-date knowledge of new systems, information, software, hardware, and upgrades
- Excellent written and verbal communication skills

Must be at least twenty-one years (21) of age

Bachelor's Degree in Computer Science or a Related Field, Knowledge of Computers and Networks, Knowledge of Software and Hardware, Decision Making, Problem Solving, Critical Thinking, Written and Verbal Communication, Interpersonal Communication, Attention to Detail, Ability to Work Under Pressure, Ability to Meet Goals, Patience.

High School Diploma
Or
GED equivalent
And

Possession of a valid Mississippi driver's license.

Pre-Employment Drug/Alcohol/Polygraph Testing is required