

Office of the DeKalb County District Attorney
IT Specialist: Operations and Special Projects Unit

The Office of the DeKalb County District Attorney is currently accepting resumes for an IT Specialist who will oversee IT systems and assets, assist with upgrades and fixes, and provide training and support as needed. The ideal candidate will have extensive knowledge of computer hardware and software and all forms of digital evidence. The ideal candidate will also have great troubleshooting abilities and attention to detail. Principal duties and responsibilities include, but are not limited to:

- Analyze staff needs, identify vulnerabilities, and boost efficiency and accuracy
- Identify, report, and respond to potential cybersecurity threats.
- Assist users over the phone, in-person, and remotely with any computer or IT related issues.
- Implement applications and software upgrades
- Oversee the storage of digital evidence and troubleshoot any issues such as non-playable videos, proprietary video players, video conversions, etc.
- Train new employees in using software and hardware
- Coordinate with DoIT for new hire onboarding; coordinate with DoIT as employees offboard
- Create, add, and modify user accounts and services across our various platforms.
- Set up workstations with computers and necessary devices (docking station, additional monitors, copiers, scanners, desk phone etc.)
- Maintain master spreadsheet of Active Directory, Office365, phone systems, mobile devices, and any other IT-related software or physical hardware.
- Maintain hardware inventory sheet and order new equipment as needed
- Contact and follow up with support from vendors for office smartboards and courtroom presentation equipment, digital evidence software, etc.
- Act as a subject matter expert in discussions regarding any IT related issues or projects
- Handle multiple complex tasks and projects simultaneously, manage deadlines, and respond to emergent requests
- Other duties as assigned.

Qualifications/Requirements

- 5+ Years of experience in IT or more.
- Bachelor's degree in computer science, engineering, or relevant field
- Excellent diagnostic and problem-solving skills
- Excellent communication ability
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks

- An understanding of general practices related to records legal records management, data protection, and privacy/confidentiality
- Certification as IT Technician will be an advantage (e.g., CompTIA A+, Microsoft Certified IT Professional)

Employment is contingent upon the completion and satisfactory results of a criminal background check. Salary and benefits will be commensurate with experience.

Interested candidates should email a resume, cover letter, and references by 5:00 pm on June 9, 2023, to the attention of Macie Lee, Deputy Director of Operations and Special Projects at the following email address: mlee2@dekalbcountyga.gov.