

years of related experience, or a high school diploma with a minimum of four years of direct experience in technical administration and IT support.

- Two or more years of experience in MicroSoft365 access and site administration.
- Demonstrated knowledge and experience in Windows operating systems and troubleshooting with laptops, printers, copiers, software, and audio/video (Teams rooms) equipment.
- Advanced skill level in Microsoft Office products.
- Skills in customer service and training.
- Ability to stand sit or walk, climb, kneel, crouch, or crawl frequently and move or lift boxes up to 50 pounds.
- Ability to communicate effectively both verbally and in writing.

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

Interested applicants, please submit resumes by Friday, January 3, 2025:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt