

<b>Job Title:</b>	<b>IT Technician Intern</b>
<b>Department:</b>	Fairfax County Land Development Services
<b>Location:</b>	12055 Government Center Parkway, Fairfax, VA 22035
<b>Position Type:</b>	Paid internship-\$13.00/hour
<b>Contact:</b>	Karen Kelly <a href="mailto:Karen.Kelly@FairfaxCounty.Gov">Karen.Kelly@FairfaxCounty.Gov</a>
<b>More Information</b>	<a href="http://www.fairfaxcounty.gov/landdevelopment">www.fairfaxcounty.gov/landdevelopment</a>

**Applications Accepted By:**E-mail: [Karen.Kelly@FairfaxCounty.Gov](mailto:Karen.Kelly@FairfaxCounty.Gov)

Subject Line: IT Technician Intern

**Job Description**

The IT Intern will assist the IT Services branch (within the Department of Land Development Services) with a variety of day-to-day projects, including providing direct technical assistance and support to staff for network, hardware, and software issues.

**Job Duties:**

- Troubleshoot, repair, configure, and install software and hardware
- Assist with end-user support and educate employees about computer issues
- Respond to user requests for service and problems by answering calls, logging the issues, and assigning staff based on the request
- Coordinate with Dell Support for repairing hardware failures
- Image County computers
- Conduct physical inventory of IT equipment
- Move, replace, and install IT equipment, as necessary
- Document all work performed into the Enterprise Service Management Platform

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, contact Karen Kelly at [Karen.Kelly@FairfaxCounty.Gov](mailto:Karen.Kelly@FairfaxCounty.Gov) or call 703-324-3745/TTY 711. Website: [www.FairfaxCounty.Gov/FamilyServices](http://www.FairfaxCounty.Gov/FamilyServices)



**Skills/Qualifications:**

- Coursework in information technology, computer science, computer engineering, or related fields
- Knowledge/experience with Microsoft Windows 10 and Microsoft Office 365 suite
- Excellent communication and organizational skills
- Must be able to work in a collaborative team environment

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Where a TTY number is not indicated, use 711/Virginia Relay.



FAIRFAX COUNTY DEPARTMENT OF  
**FAMILY SERVICES**



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Department of Family Services  
Division of Adult and Aging Services  
Disability Rights and Resources

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