



# HILLSBOROUGH TOWNSHIP

IS HIRING  
*Join Our Team!*

## OPEN POSITION

### Part-Time Information Technology Assistant

This position provides information technology services, including server installation, system configuration, security patching, network integration, basic scripting as well as maintenance in support of the network infrastructure and end-user needs.

#### Required Skills:

- High School Diploma or GED
- A minimum of 3 years experience in the information technology field is preferred.
- Working knowledge with operating systems setup and configuration.
- Working knowledge of system updates and patch management
- Basic troubleshooting experience, including network connectivity, workstation hardware and software.
- Working knowledge of basic daily server operations (permissions management, IT security & compliance, file sharing, print services and patch management, etc.)
- Experience upgrading workstations, operating systems, configuration/change management, and antivirus management.
- Knowledge in creating and maintaining technical documentation
- Problem solving skills and ability to multitask
- Strong attention to detail
- Effective verbal and written communication skills
- Must pass a criminal history background check to the satisfaction of the Chief of Police
- Must be a US Citizen.
- Cannot be a dual citizen.
- A valid NJ driver's license with an acceptable driving record is required

#### Preferred Skills:

- Associates Degree in a computer-related field
- Working Knowledge of NAS systems
- Working knowledge of backup and restore applications
- Working Knowledge of Vulnerability and Infrastructure Security systems
- Experience with scripting tools
- Experience with law enforcement systems.
- Experience with Virtual Private Networks

**The Township of Hillsborough is an equal opportunity employer.**

**Forward a cover letter of interest, resume, and 3 references,  
to Sarah Brake: [sbrake@hillsborough-nj.org](mailto:sbrake@hillsborough-nj.org)**



908-369-4313



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