

Commissioners

MARISEL A. HERNANDEZ, Chair
WILLIAM J. KRESSE, Commissioner/Secretary
JUNE A. BROWN, Commissioner
CHARLES HOLIDAY, JR., Executive Director



Computer Analyst I

Position Summary

Join the Chicago Board of Elections as a **Computer Analyst I!** This full-time non-exempt role serves The primary function of the Computer Analyst I is to provide technical assistance and support for I.T. issues to Board staff.

Salary Range: \$48,000 - \$53,000

Essential Duties/Responsibilities:

- Install and configure software applications on desktops and laptops.
- Provide technical support to end users.
- Set up and maintain email accounts.
- Set up local and network printers.
- Create and restore laptop images.
- Manage requests via IT ticketing system.
- Assist with election preparation.
- Occasional lifting of equipment under 50 lbs.
- Other duties as assigned.

Qualifications:

- Minimum Associates Degree
- 3 years of professional experience working in an I.T. capacity
- Experience with Cisco AnyConnect VPN
- Comp TIA A+ or other certification preferred
- Sharp troubleshooting skills
- Experience with Image software
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Availability to work extended hours and weekends during the election cycle.
- City of Chicago residency is required.
- Compliance with the Board's mandatory COVID vaccination policy is required.

Applications for this position will be received via email and must include a résumé and cover letter. E-mail hr@chicagoelections.gov and include in the subject line: **Computer Analyst I/Your Name.**

Equal Opportunity Employer