

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: SUPPORT SPECIALIST II**

---

<b>Exempt:</b> No	<b>Job Type:</b> 7600T
<b>Pay Grade:</b> T760	<b>Department:</b> Office of the Sheriff
<b>Approved/Reviewed By:</b> Sheriff Darren Weekly	<b>Date:</b> 01-10-23

---

**General Duties:** This is technical work providing technology user support for the Sheriff's Office.

**Supervision Exercised:** Has no direct supervisory authority over other positions.

**Supervision Received:** Works under the general supervision of the Technology Services Manager.

**Examples of Duties and Responsibilities:**

- Provides primary technology user support for Sheriff's computer system users as well as external agencies who use DCSO systems. Assesses and solves basic technical hardware and software problems. Determines the extent of user reported problems with software applications and hardware and the means to resolve them, either in person or over the phone.
- Creates and maintains technical system support documentation.
- Supports over 90 unique software applications just for law enforcement.
- Support technology in vehicles, 130 Patrol cars, 6 Motorcycles, 5 Inmate Transports, MCP, IDT, SWAT vehicle, BearCat, SWAT Negotiation Van, ROOK, Bomb Team vehicle and other specialized vehicles and teams.
- Supports various hardware; smart phones, body-worn cameras, in-car cameras, ALPRS, printers, scanners, tenprinters, ticket printers, MDTs, in-vehicle routers.
- Responds to a variety of procedural questions from the user community and provides emergency user support for county supported applications.
- Creates, develops and maintains functional documentation for major applications including MDTs, desktop, laptop, tablet systems and the network.
- Performs other maintenance to minimize unexpected server/workstation/software failures and performs timely repairs when unexpected failures do occur.
- Serves on a rotating on-call basis for computer system support.
- Troubleshoots basic network connectivity for internal and external LAN/WAN.
- Provides basic training for systems and applications specific to Sheriff's Office.
- Performs other duties as assigned.

**Consequence of Error:** This is technical work performing technology user support for the Sheriff's Office. Consequence of error may result in the network going down and loss of critical data and/or disruption of user productivity. The criticality, liability and availability of our systems is of paramount importance. Support Specialists role is more crucial, to ensure officer safety, and public

safety, in essence lives are at stake if we fail in our job.

**Education and/or Experience:** Generally, a high school diploma or GED supplemented by two years computer related education and 3 years support experience OR equivalent combination.

**Certificates, Licenses, Registrations:** Must possess a valid Colorado driver's license. A+, MCP certification and other computer-related certificates are preferred.

**Essential Functions:**

Language Skills: Ability to establish and maintain effective working relationships. Ability to communicate in both oral and written form, at both the technical and system user levels.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Reasoning Ability: Ability to use common sense understanding to carry out instructions. Ability to develop logical plans of action for troubleshooting.

Other skills and Abilities: Considerable knowledge of software applications and hardware used for automated processes. Knowledge of the following is required: Windows Operating Systems, various office applications including e-mail, spreadsheets, word processing, presenting programs - TCP/IP, and MS Office. Some knowledge of training practices and principles. Skill in the use of a variety of data processing and office equipment. Ability to organize and prioritize numerous tasks. Knowledge of mobile computing functions and wireless networking. Ability to work with little or no supervision. Must possess strong time management skills. Ability to work beyond scheduled hours and respond to after-hours pager calls in a timely manner. Ability to work non-traditional days and hours as needed.

Physical Demands: Required to lift and/or move up to 40 pounds. Ability to bend, kneel and crawl under desks, climb ladders/step stools and work in tight spaces as necessary. Ability to walk from parking garage to support area multiple times in a day.

Work Environment: Work is generally performed in a typical office environment, which includes detention facility, inmates, cars, and tight spaces. Some local travel is required. Ability to work beyond scheduled hours and respond to after hour pager/calls in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Contacts: This position has daily contact with other employees, supervisors, staff at other supported agencies, managers and command staff. Occasional contact with inmates, judges, and outside firms/vendors. Need to maintain customer focus, be able to talk to non-technical as well as technical staff. Keep a professional attitude and show respect to all users.

**Independent Judgment:** Work is performed independently. Must be able to use individual judgment and problem-solving skills to accomplish goals and achieve desired results.

**Testimony:** Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.