



# MEHERRIN RIVER REGIONAL JAIL

Serving the following  
Localities:  
Brunswick County  
Dinwiddie County  
Mecklenburg County

IT Technician

Meherrin River Regional Jail is accepting applications for the position of IT Technician. This position is responsible for ensuring that the security and data systems with the Jail operate efficiently and effectively at all times for the Jail and Satellite Facility.

## GENERAL RESPONSIBILITIES

- Perform troubleshooting and identification of applicable problems relating to the scope of responsibilities of the Maintenance/ IT Department
- Monitor and provide support for all technical and functional aspects of the Jail security system including touch screens, security locks, cameras, keypads and intercoms to insure peak performance
- Install software and hardware as needed
- Provide support in person, remotely, by telephone, and/or by email to diagnose and resolve problems while providing end-user assistance and resolution to issues
- Install, configure, and support standard software (MS Windows, Server, Office), as well as industry-specific software
- Install, configure, and support hardware such as computers, servers, switches, and routers
- Support a domain environment including Active Directory, Group Policy, security & permissions, MS Exchange, and VMWare virtual machines
- Support Jail-issued cell phones and tablets
- Monitoring resources to proactively suggest corrective actions
- Participate in the research, documentation, planning, deployment of IT infrastructure

## SKILLS/QUALIFICATIONS

- Must be 21 years old and possess a valid Virginia or North Carolina driver's license
- Associates Degree in Information Technology or electronics certification preferred. Three-to-five years of demonstrated experience working with computer/network and security systems and applications preferred
- Knowledge of hardware installation, configuration, and repair on security systems preferred
- Demonstrated ability to solve problems along with a broad base of technical skills to clearly diagnose and solve problems relating to hardware and software issues
- Strong interpersonal and communication skills and a superior customer service attitude
- Organized, detail oriented, self-motivated, and able to quickly adjust priorities and the ability to handle multiple tasks simultaneously
- Ability to work with minimal supervision

The salary for this position is \$40,763. A Meherrin River Regional Jail Application can be picked up from our office located at 9000 Boydton Plank Road, Alberta, VA 23821 or on our website [www.mrrj.org](http://www.mrrj.org). This position will be open until filled. Interested persons shall submit a resume and application, indicating experience and references to:

Rhonda Fitchett  
Human Resource Analyst  
Meherrin River Regional Jail  
P. O. Box 10  
Alberta, VA 23821  
[rwhitby@mrrj.org](mailto:rwhitby@mrrj.org)

Questions may be addressed to David Baird at [dbaird@mrrj.org](mailto:dbaird@mrrj.org) or (434) 949-6700.

Superintendent  
  
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