

COUNTIES PROVIDING TECHNOLOGY TECHNICAL SUPPORT SPECIALISTS

Counties Providing Technology (CPT), located in Morris, Minnesota, is a joint powers entity made up of multiple Minnesota counties. CPT provides customized programming, telephone support, management for information systems and consulting for hardware and software for public entities and is looking for motivated individuals to join our real estate tax support team.

GENERAL OVERVIEW OF POSITION

Assist our customers with the use of our products. Resolving customer queries, recommend solutions and guiding product users through features and functionalities. To be successful in this role, you should be a team player with excellent communication and problem-solving skills.

WAGE RANGE

\$48,516.00 - \$67,099.50, DOQ. After successful completion of three years, opportunity for advancement to Technical Support Specialist II.

BENEFITS

Monthly employer paid health and other benefits up to a maximum of \$1050. Public Employee Retirement Account (PERA) with monthly employer contributions. Paid vacation and sick leave. Voluntary benefits offered include dental, vision, life, disability, hospital, critical illness, and accident insurance.

REQUIREMENTS

High school diploma and two years post-secondary education in accounting and three years financial experience or an equivalent combination of training and experience.

JOB KNOWLEDGE & SKILLS: Strong communicator, verbally and in writing, problem solving skills, accounting and/or math training or experience, solid computer skills, strong MS Office skills, good organizational skills, self-motivated and an independent thinker. Knowledge of Real Estate Tax a plus. Extensive on-the-job training provided.

EMPLOYMENT VARIABLES

Non-union, exempt position. The typical schedule is 37.5 hours per week. Additional hours may be required but vary based upon workload demands. Weekly hybrid work from home option, upon completion of probationary period.

APPLICATION INFORMATION

To apply go to: <https://cptmn.us> under Careers. ADA accommodations available. CPT is an Equal Opportunity Employer.

APPLICATION DEADLINE: Friday, April 4th, @ 4:30 p.m.