

GENESEE COUNTY

COMPUTER TECHNICAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school and involves responsibility for assisting teachers and office staff with computers and related peripheral equipment. This position does not involve responsibility for programming or system analysis; however, employees in this class assist in maintaining existing computer systems and software applications. An incumbent functions in an instructional capacity by assisting faculty and staff to operate programs. The work is performed under the supervision of the Director of Computer Operations. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Sets up and maintains computers and related peripheral equipment for office, classroom and support service use;
Installs software onto hard disc drives;
Assists faculty and staff with the operation and set up of electronic microcomputers and related peripheral equipment;
Conducts in-services for school personnel in the use of computer hardware, printer set up and operations applicable to classroom and office needs;
Debug and review new programs to assure the compliance according to pre-determined requirements;
Monitor and maintain all computer equipment in operable condition, performing minor adjustments and scheduling maintenance as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the use and operation of an electronic microcomputer and related peripheral equipment; working knowledge of basic computer language; ability to instruct others in use and adaptability of software; ability to operate a computer; ability to establish good working relationships with faculty and staff; ability to plan and schedule activities; accuracy; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Computer Science, Information Technology or a related field;

OR:

- B. Graduation from a regionally accredited or New York State registered two year college with an associate degree in Computer Science, Information Technology or a related field and two years of paid full time experience in the use of a computer which shall have involved the "operation of

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MINIMUM QUALIFICATIONS, Cont'd:

software including a data base system” and aiding staff in setting up and using computers and their peripheral equipment;

OR:

- C. Graduation from a high school or possession of a high school equivalency diploma and four years of experience as described in (B) above;

OR:

- D. An equivalent combination of training and experience as defined by (A), (B) and (C) above.

Competitive Class

Adopted 7/31/07

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.