

COMPUTER SERVICE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the installation, maintenance, adjustment, and repair of mini and microcomputers and related electronic data processing equipment. This is a technical position responsible for installing and calibrating mini and microcomputers and performing routine preventive maintenance and minor repairs. Work is performed under general supervision. A Computer Service Technician does related work as required.

TYPICAL WORK ACTIVITIES:

- Installs and adjusts mini and microcomputer equipment and peripherals;
- Trouble shoots mini/microcomputer equipment and peripherals and determines extent of repair necessary and recommends course of action;
- Develops preventive maintenance schedules and performs maintenance and required adjustments to mini/microcomputer equipment and peripherals;
- Performs repairs to mini/microcomputer equipment as necessary;
- Maintains records and prepares records of equipment installation, maintenance, and repairs;
- Assists in developing equipment maintenance and repair procedures for use by staff personnel;
- May assist staff in trouble shooting communications lines and equipment;
- Attends meetings, seminars, and training sessions involving mini/microcomputer installation, maintenance, repairs, and usage;
- Advises superiors on new trends and developments relating to mini/microcomputer equipment maintenance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of installation and maintenance techniques of mini/microcomputer equipment and peripherals; good knowledge of the operation and calibration of mini/microcomputer equipment and peripherals; ability to install, adjust, and maintain mini/microcomputer equipment; ability to trouble shoot mini/microcomputer equipment and perform repairs; ability to maintain records and prepare reports; ability to demonstrate maintenance and repair techniques for mini/microcomputer equipment; mechanical ability; dependability; sound technical judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in Electrical Technology or closely related field;

OR

B.) Two years of experience in the installation, maintenance, and/or repair of electronic or communications equipment.

NOTE: Successful completion of a certified training program in Electrical Technology offered by a New York State approved technical training institute may be substituted for one year of the experience described in (B) above. Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full time experience requirements.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/17/88

compsvctec