

COMPUTER TECHNICIAN

GRADE 25

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

This position is responsible for technical work performing preventive and corrective maintenance on various computer systems, peripheral equipment, office equipment and related tools.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs responsible, technical work performing preventive and corrective maintenance.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for hardware and software maintenance and repair;
- Performs trouble shooting support;
- Responsible for database management;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Associate's degree or a Vocational/Technical degree with training emphasis in computer hardware/software operations, supplemented by one year previous experience and/or training involving computer operations, hardware/software maintenance/repair; PC trouble shooting, and database management, or any equivalent combination of education, training, and experience which provides knowledge, skills and abilities for this job. Applicants must possess and maintain a Virginia driver's license

EDUCATION AND EXPERIENCE:

Requires combination of education, training, and experience equivalent to an Associate's degree in computer science or related field.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.