

Leon County Public Schools Classification Specification

Salary Grade 29

Summary Information:

Classification Title: Computer Support Technician **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This job requires the regular exercise of independent action within defined policy parameters in your area of specialty.

Activity Identification

Activity Name

634	Maintenance - Personal Computers	Schedule or arrange for maintenance of personal computers.
642	Telecommunication Systems Trouble Shooting	Work with users to resolve telecommunication system errors or failures. Involves identifying problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
641	Telecommunication Systems Maintenance	Maintain existing telecommunication systems and documentation.
629	Distributed Processing	Set up and maintain servers for remote sites of the District.
648	Microcomputer Assistance	Assist users in defining microcomputer needs and selecting hardware and software.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
630	Software/Hardware Selection	Identify user requirements, evaluate software alternatives, and make recommendations for the selection of software/hardware.
636	Testing	Test data processing programs and systems.
649	Data Processing Training	Train users in the operation of new or modified systems and programs.
628	LAN Administration	Installs, maintains and monitors the operation of the District's local area network
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience: A.A. Degree with major course work in computer science or management information systems with no related experience required; or Vocational training (720 hours) from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) with one year appropriate related experience; or High School Diploma or equivalent with two years appropriate related experience

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/01/2003