



## **JOB DESCRIPTION** **Computer Technician I**

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The Computer Technician I under the general supervision of the Chief Technology Officer and the direct supervision of the Director of Desktop Services, provides computer service and support (hardware and software) for District personnel.

### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Six months experience in micro computer repair
- Valid Texas driver's license, insurable with Judson I.S.D. insurance carrier and a good driving record

### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

### **KNOWLEDGE / SKILLS / ABILITIES:**

- Basic knowledge of computer hardware/peripheral repair and troubleshooting is required
- Knowledge of Microsoft operating systems and applications is required
- Knowledge of networks and client/server applications is helpful

### **DUTIES AND RESPONSIBILITIES:**

1. Installs, configures, maintains, troubleshoots and repairs computer hardware and peripherals.
2. Installs, configures, maintains computer systems, operating system software and local area network connections.
3. Administers, installs computer client software for various network applications.
4. Prioritizes work orders to give personnel the best possible customer service.
5. Provides preventative maintenance on existing computer hardware.
6. Utilizes Internet connectivity for troubleshooting and technical information access.
7. Utilizes Altiris management system to deploy, maintain, and troubleshoot remote systems.
8. Prepares and delivers new hardware to campuses in a timely manner.
9. Reports to work on time every day and follows District attendance policies..
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** While performing these duties, the employee is required to demonstrate an above average degree of concentration, analyzing and emotional control. Average skills are required in communication (verbal and written), interpretation, understanding, verbal instructions, differentiating, memorizing, reading, coordinating, compiling, computing and instructing.

**PHYSICAL DEMANDS:** Ability to lift and/or carry (44 pounds and over), stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, possess visual acuity, travel within District in personal vehicle. Works with unusual noise levels, low or intense illumination, moving objects, hot conditions, and may work alone for long periods of time. The employee is occasionally required to drive District vehicles in the performance of assigned tasks.

### **SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Hand tools and test instruments  
Basic computer equipment

**Paraprofessional Pay Grade: 6**

**Salary Range: \$11.74 min./ \$14.68 mid./ \$17.61 max.**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 12, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*