



JOB DESCRIPTION **Computer Technician III**

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The Computer Technician III under the general supervision of the Chief of 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:

- A.A.S. in Networking, Computers, or equivalent schooling
- Certification and/or experience and a minimum of five years experience in microcomputer repair in a Microsoft network environment
- Valid Texas driver's license, insurable with insurance carrier and a good driving record
- Experience with local and wide area networks is required

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Microsoft MCP certification or Altiris certification is preferred

KNOWLEDGE / SKILLS / ABILITIES:

- Extensive knowledge of current Microsoft desktop operating systems and applications is required
- Candidate must possess a working knowledge of client/server based applications

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. May work 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: 10

Salary Range: \$15.82 min./ \$19.77 mid./ \$23.73 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.