

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent\Personal Computer Technician

POSITION NUMBER: ITX002A

FLSA STATUS: N

POSITION DESCRIPTION

The Personal Computer Intern will work closely under supervision; this position will perform a wide range of tasks associated with the installation, maintenance and repair of personal computer equipment utilized by Shawnee County. The ideal candidate has a working knowledge of Microsoft Windows and general computer networking. This position is supervised by the Chief Network Engineer.

WORK PERFORMED

- 40% **Hardware/Software Support.** Performs functions associated with the installation, maintenance and repair of personal computers, printers, data terminals and other end-user devices.
- 45% **Network Support.** Assists with troubleshooting and maintenance at network and system levels. Install data and voice cabling, terminate cabling.
- 5% **Documentation.** Coordinates with other team members in maintaining appropriate records regarding equipment deployment. Create or update documentation as needed to describe installation procedures or changes in equipment location or status.
- 10% **Telecommunications Support.** Assists in the Telecommunication area as directed.

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Intermittent Personal Computer Technician (IT)**

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- End-user equipment installation and repair techniques.
- The tools, materials and skills associated with providing and maintaining personal computer systems.
- Good communication skills with an emphasis on maintaining good customer relations.
- The personal computer based applications in use in Shawnee County.
- Microsoft Windows Operating Systems and Microsoft Office versions.
- The computer, networking and printing hardware in use in Shawnee County.
- The typical failure modes of printers, personal computers and network access.

Ability to:

- Perform problem analysis and repair troubles in a logical and efficient manner at network, system and end-user levels.
- Establish and maintain effective working relationships with vendors, department heads and other employees.
- Understand and execute oral and written instructions.
- Communicate clearly and effectively, both orally and in writing, using the English language.

Skill in:

- The use of computer software and applications.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			x		Sitting			x		Driving			x	
Pushing/Pulling			x		Bending			x		High Elevation		x		
Climbing	x				Reaching			x		Unprotected Heights	x			
Throwing	x				Lifting-30 lbs.			x		Around Moving Machinery		x		
ARMS					Carrying			x		Driving Automotive Equipment			x	
Reaching			x		Jumping		x			Exposure to Dust, Gases and Fumes		x		
Lifting-30 lbs.			x		Twisting			x		Cramped Body Position		x		
Pushing/Pulling			x		Squatting			x		Sustained Positions			x	
Carrying			x		Turning			x		Noise Levels (Excessive)		x		
Throwing	x				LEGS/FEET					Electrical Hazards		x		
EYES					Walking			x		Slippery Surfaces		x		
Near Vision			x		Standing			x		Work Above Ground			x	
Far Vision			x		Sitting			x		Work Below Ground		x		
Color Vision			x		Carrying			x		Irregular Surfaces			x	
VOICE					Climbing			x		Moving Objects		x		
Talking			x		Jumping		x			In High Volume Traffic		x		
EARS					Turning			x		Exposure to Marked Changes in Temperature and Humidity				
Hearing			x		Lifting-30 lbs.			x					x	

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EQUIPMENT USED

Personal Computer	Telephone	Hand Tools
Printer	Office Furniture	Cable Testers
Photocopier	Fax Machine	

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Experience in the installation, maintenance and repair of personal computer systems, networks and equipment. Experience with current versions of Microsoft Windows operating systems and productivity suites.

Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical and drug screen.

Required to lift thirty (30) pounds.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 03/05
Revision History: 06/17