ASSISTANT MICROCOMPUTER ELECTRONICS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of electronics repair work including the service, maintenance, and set-up of microcomputers and some audio/visual equipment. The work also involves general clerical work with respect to the inventory needs of the position. Work is performed under the direct supervision of the Microcomputer Electronics Technician and under the general supervision of the Director of Computer Education. This position is not a supervisory position.

TYPICAL WORK ACTIVITIES:
Assists in the repairs on microcomputers and audio/visual equipment;
Assists in the installation and testing of microcomputer systems;
Assists in the inventory of all microcomputer equipment assigned to the schools and the central office;
Assists in the maintenance of all microcomputer hardware, software and related equipment in operating condition;
Assists in receiving, transporting, shipping and recording of equipment;
Performs all other duties as required by the position as requested by the Microcomputer Electronics Technician and/or the Director of Computer Education.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
A mechanical ability as well as some general knowledge of computer hardware configurations and requirements; the desire and ability to read and understand complex technical instructions; the willingness to research technical problems as they arise. Some previous knowledge of software requirements and compatibility is advantageous but is not essential; the successful candidate must demonstrate the ability to relate well with numerous individuals under various working conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

A. Graduation from a standard high school preferably with concentration in mathematical and/or computer subjects; OR

B. Possession of a high school equivalency diploma with satisfactory completion of courses that would reflect the candidate's having some knowledge of software requirements and compatibility.