

DISTRIBUTED PROCESSING TECHNICIAN

Code No.: 5-04-016
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position in the computer services field which assists in training administrative user organizations in the operation, maintenance and programming of micro-computers/mini-computers, and with systems design and software selection. Distributed processing is a decentralized data processing function in which non-data processing personnel work with small computers, i.e., micro-computers. Employees are also responsible for trouble-shooting and/or isolating hardware and software problems, and may assist in various data communications network functions. The employee reports directly to and works under the general supervision of a systems programmer or other senior level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists users with micro computer hardware and software selection;

Trains users in operation and maintenance of micro computer hardware and software;

Assembles and tests new microcomputer hardware and software;

Assists in network architecture creation and problem solving;

Develops in-house micro-computer software for use at distributed processing sites;

Analyzes and takes corrective action of microcomputers and data communications hardware and software problems;

Attends workshops and seminars to maintain up-to-date knowledge of new trends and techniques for micro-computer/mini-computer hardware and software;

Assists in data communication problem solving and operation;

Demonstrates operation and use of micro-computer hardware and software.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of micro-computer and mini-computer product technology; good knowledge of logical operation of computers and data communication devices; good knowledge of micro-computer software programming; good knowledge of business, educational and operating system related software; working knowledge of data processing methodology and techniques including documentation and data security; ability to define and recommend micro-computer/mini-computer hardware and software to users; ability to train users in micro-computer/mini-computer applications, operations and programming; ability to write quality efficient software programs; ability to detect and resolve micro-computer/mini-computer breakdowns and problems; ability to deduce problems logically;

ability to communicate effectively with non-data processing personnel imparting both technical and non-technical information regarding micro-computers and mini-computers; ability to establish and maintain effective professional relationships with others; initiative; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or University with a Bachelor's degree in an information technology field, plus six (6) months of full-time or its part-time equivalent work experience in the operation, installation and maintenance and/or repair of a computer network server or network operating system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in an information technology field, plus one (1) year of paid full-time or its part-time equivalent work experience as described in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of paid full-time or its part-time equivalent work experience as described in (A); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 11, 1986

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