

NETWORK TECHNICIAN

Code No. 3-18-235
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level technical position involving responsibility for the installation, operation and repair of user equipment that comprises part of the telecommunications network such as micro processors, computer terminals, printers and modems. The employee reports directly to and works under the general supervision of a senior staff member; employees travel to various departments that are on-line to service computer equipment. Supervision of others is not a responsibility of this class. 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.)

Analyzes malfunctions to determine the nature of the problem and whether a service call should be placed;

Performs minor repairs on micro processors, terminals, printers and modems as prescribed in vendor manuals;

Arranges for replacement of all problem equipment;

Documents equipment problems daily;

Installs micro processors, computer terminals and printers while conferring with an electrician;

Maintains an inventory of computer equipment;

Tests micro process functions, computer network communication signals and resolves any signal quality problems;

Attaches connector to the computer coaxial cable when appropriate.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of computer operation and equipment usage; working knowledge of the operation of peripheral equipment; working knowledge of electronics as it pertains to the installation of user equipment; ability to maintain records and keep an inventory of equipment; ability to establish and maintain effective professional relationships with others; skill in testing network communication signals and identifying problems; willingness to travel to other departments and agencies; initiative; good motor skills; 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 an Associate's degree in an information technology related field; OR,
- (B) Two (2) years of paid full-time or its part-time equivalent experience in the operation, installation, or maintenance/repair of a computer network server or network operating

system; OR,

- (C) Successful completion of a recognized course in computer operations and repair such as training courses offered by the military, computer hardware vendors or consultants or any other training course providing "hands on" computer operation experience, plus one (1) year paid full-time or its part-time equivalent experience as described in (B), OR;
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

NOTE: Applicants qualifying under option (C) must submit a certificate, diploma or letter of confirmation in support of satisfactory program completion. Computer Operation shall not include experience in the operation of word processing equipment, or a personal computer, micro-computer or any other self-contained unit.

SPECIAL REQUIREMENTS: Depending upon assignment, candidates for employment with Monroe County government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

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.

ADOPTED: January 8, 1987

REVISED: April 21, 1988

REVISED: June 22, 1989

REVISED: November 8, 2001