

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Site Computer Support
Technician I

CLASSIFICATION: Classified Non-Management
(SEIU)

SERIES: Site Computer Support
Technician

FLSA: Non-Exempt

POSITION CODE:

WORK YEAR: 208.5 – 242 Days

DEPARTMENT: Assigned School/Department

SALARY: C- 45

REPORTS TO: Assigned Supervisor/Manager

BOARD APPROVAL: 05-01-00

BOARD REVISION:

BASIC FUNCTION:

The Site Computer Support Technician I is the entry-level position in this series having the most limited knowledge and skills. The Site Computer Support Technician I focu

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school. Detailed knowledge of PCs, including experience using a broad range of computer hardware and software. Experience with DOS, Windows 3.x/95/98, and the Microsoft Office Suite is required. Networking knowledge, preferably in a Novell local area network (LAN) environment, including the installation, maintenance, and enhancement of workstations on a network is desired. Minimum of one year of experience in PC/customer support or proof of satisfactory completion of computer training or classes.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Problem solving skills.

Technical expertise using and maintaining PCs.

Knowledge of DOS and Windows 3.x/95/98 and their support.