

JUNIOR DATA COMMUNICATIONS/MICROCOMPUTER TECHNICIAN  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Assists with the maintenance, testing and diagnosis of data communications equipment, microcomputers, and local area networks (LANs); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents in this class assist higher level technical personnel in the maintenance and repair of data communications equipment, as well as the maintenance and repair of microcomputers and local area networks (LANs). The work performed is reviewed through frequent consultation and inspection of the quality of work produced.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the configuration and installation of computer equipment;

Learns to distinguish between hardware and software problems;

Follows diagnosis of experienced Data Communications/Microcomputers Technicians and isolates and exchanges faulty components on system units, printers, monitors, keyboards and other peripherals;

Assists in limited software configuration for specific computer systems;

Assists in very limited customer training in the use of equipment;

Follows up with calls to customers to ascertain whether or not problem was resolved through the service call;

Follows proper use, operation, maintenance and safety requirements of company assigned vehicles.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the components, operations, maintenance and repair of data communications equipment, microcomputers, and local area networks; working knowledge of data communications or basic electronics terminology; ability to see all colors of wire for connection purposes; ability to learn to diagnosis hardware problems; ability to carry out written and oral instructions; ability to move equipment and supplies; ability to think logically; initiative, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and completion of a certificate program or vocational training program in either computer repair and/or maintenance, or electronics.

NOTE: At time of appointment, possession of a valid license to operate a motor vehicle in the State of New York.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.