

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: COMPUTER TECHNICIAN II****BASIC FUNCTION:**

Under the direction of an administrator, performs skilled work in the assembling, installation, maintenance, repair, and operation of a variety of computer systems; install software.

ESSENTIAL DUTIES:

- Receive, inspect, assemble and image new computer equipment.
- Install computers, peripheral equipment, hardware upgrades, software and applications; assist in installing computers and cabling for local area networks.
- Perform diagnostics on networks and computers; format hard disks, install operating systems and perform related tasks.
- Backup software as appropriate; archive data; restore data; maintain and update hardware and software inventory.
- Troubleshoot computer and classroom technology problems and assist in solving both hardware and software problems.
- Provide and assist users with applications software, computer hardware, and peripheral equipment training.
- Support, troubleshoot and maintain classroom technology, Voice over internet protocol and video surveillance systems.
- Drives a district or personal vehicle to and from work sites.
- Escalates system problems to support staff.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Computer operating systems including loading, configuration, performance tuning and diagnosis of interactions with other software.

Policies and objectives of programs and activities.

District organization, operations, regulations, and policies.

Internet and general applications software related to activities.

Various network components, installation and attachment to site local area networks and computers.

Wiring for networks, usage of testing gear and troubleshooting connectivity.

Basic mathematical concepts.

Office methods, practices and procedures involving the use of computer technology and related equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

Diagnose and repair computers and peripheral equipment properly and efficiently.

Perform routine equipment adjustments and perform routine maintenance.

Learn and properly use software specific to District needs.

Read, comprehend and apply general instructions and related technical program information.

Provide technical assistance.

Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Prioritize and schedule work.
Meet schedules and time lines.
Operate a District vehicle.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and A+ certification or bachelor's degree in a computer related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and tools.
See to read a variety of materials and view a computer monitor.
Hear and speak to exchange information.
Sit, stand or walk for extended periods of time.
Bend at the waist, kneel or crouch.
Reach overhead, horizontally and above the shoulder.
Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.