

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Information Technology Office
Classified, GRADE 9
40 Hour Week

COMPUTER SUPPORT TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Provides computer user support and troubleshooting within County's established customer service parameters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform various tasks related to installation of computer hardware and applications, and prompt resolution of operational problems associated with computers, peripherals, software and communications equipment. The work requires the employee to document responses, communicate install/repair status with user(s), and maintain user work product confidentiality. Employees in this position are heavily involved maintaining IT inventory which involves various stages of ordering, receiving, and managing the items in the IT inventory DB. This position requires a strong sense of ownership and commitment to customer service, technical excellence, and operational focus. The candidate must possess excellent communication skills in order to collaborate successfully with internal and external customers.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Troubleshoot computer hardware, software and/or network operating problems;
Provide telephone/on-site support to computer users within the County;
Ensure customer issues are promptly resolved consistent with established standards;
Communicate status of current resolution efforts and how operations may be impacted;

Take Physical Inventory of IT Supplies and Hardware;
Maintain Information Technology inventory within Access Database.
Prepare reports as required on equipment/application malfunction;
Serve as technical advisor for system users or refers more difficult issues to a supervisor;
Track equipment maintenance needs and recommends improvements/training;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Advanced working knowledge of Microsoft desktop operating systems/applications; experience with computer network systems in a multi-site operation; experience installing/troubleshooting computer hardware/software and peripherals; experience with cloning (ghost) applications; ability to work independently with little supervision to accomplish multiple tasks concurrently; excellent interpersonal and communications skills; regular and timely attendance; performance of duties a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Vocational, trade school, technical training, or associate's degree with of 1-3 years of work experience in computer technology, call center, or related technical field; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Requires work schedule flexibility with after-hours support and on-call availability.

Employee Acknowledgement

Eff. 10/01/07

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