

DEPARTMENT: INFORMATION TECHNOLOGY
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 19, 2019

MICRO COMPUTER - STUDENT INTERN

DISTINGUISHING FEATURES OF THE CLASS: This class of positions is designed to provide internship opportunities to area college students while providing the department with necessary seasonal employees. The incumbent works in concert with and under the direction of a Micro-Computer Coordinator for the installation and set up of new equipment in the County. The work involves the installation, maintenance, and control of a microcomputer site's equipment, terminals, and peripherals. Incumbents may also be assigned to assist with more technical work such as developing and maintaining webpages, email system administration, and creating and maintaining databases. Work is performed under the supervision of a Micro Computer Coordinator and/or assigned superiors. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sets up and installs new micro computer equipment under the direction of a superior;
2. Installs cable and connections to new and/or existing network sites;
3. Installation of upgraded programs for Windows, operation, and problem solving of micro computer equipment;
4. Removes obsolete programs and files;
5. Optimizes hard disk by running scan disk and defrag as required;
6. Installs basic software and formats and copies disks;
7. Runs virus protection and security check software;
8. Develops and modifies webpages;
9. Assists with email system administration;
10. Assists with the creation and maintenance of databases;
11. Assists with providing support for server systems;
8. Maintains records related to the work;
9. May be assigned to give assistance and instruction to employees of the County in the use of the computer or peripheral equipment or may be assigned to work with or maintain data processing peripheral equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of diagnosis, maintenance and set up of micro-computers and related equipment such as printers; working knowledge of software packages commonly used for micro-computers; skill in the use of electrical and mechanical tools and testing equipment; ability to perform routine preventative maintenance and repair of micro computers and related equipment; ability to understand and interpret technical material; ability to prepare and maintain records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:

- AND:**
1. Satisfactory completion of thirty (30) full credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a minimum of twelve (12) credit hours completed in Computer Science or related field;
- OR:**
2. One (1) year of experience in Data Processing and Control, six (6) months of which involved the responsibility for the installation and operation of microcomputers as above.