

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2012
RANGE: 44.5
CLASSIFIED
CODE: 4

INFORMATION SYSTEMS TECHNICIAN

DEFINITION

Under general supervision, to operate computer and peripheral equipment to process data;

to perform system monitoring, tape backup strategy and batch processing;

to prepare information and data for input to a computer base system;

to provide support services related to data processing;

to do other related work as required.

EXAMPLES OF DUTIES

Perform computer operational tasks in preparing output reports and in retrieving user information and data;

adjust and perform routine or preventative maintenance tasks pertaining to a variety of data processing equipment;

maintain written operating procedures for scheduled jobs, special forms and peripherals;

establish and maintain weekly, monthly and annual information system operational schedule calendar;

prepare reports, warrants, and warrant registers;

securely transmit information electronically;

review output reports and verify the data for accuracy and completeness;

contact vendors to schedule and perform periodic maintenance and repair computer equipment and peripherals to ensure proper and continued operation;

schedule and coordinate equipment downtime for preventive maintenance, replacement or repair;

analyze abnormal job termination, conduct preliminary investigation to determine source of hardware and software problems and determine corrective action, provide solution and correction where possible or escalate to appropriate staff;

perform or assist in the protection, recovery of lost or corrupted data, answering the telephone, responding to informational inquiries and document problem resolution;

do other related work as required.

QUALIFICATIONS

Knowledge of:

Methods, techniques, and procedure pertaining to the operation of a computer system, appropriate software applications and peripheral equipment;

data communications systems;

modern office practices and procedures;

basic computer documentation conventions.

Ability to:

Effectively operate a computer and related peripheral equipment;

understand and carry out oral and written directions;

to establish and maintain accurate records and files;

independently assemble, interpret and organize information for reports, manuals and schedules;

communicate effectively in oral and written form;

perform physical activities associated with printers, including loading of paper;

ability to work in a standard office environment with some ability to sit, stand, walk, kneel, stoop, reach, and lift 50 lbs.;

ability to travel to different sites and locations;

to establish and maintain cooperative working relationships.

Experience:

Four (4) years of general clerical experience, including one year of experience in the operation of a computer and related peripheral equipment and one year of experience in computer programming for a disk operating system.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in EDP equipment operation, COBOL programming, or closely related fields.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/18/15

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