

Civil Division: BOCES; Schools
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 05/01/08

MICRO-COMPUTER/AUDIO VISUAL REPAIR TECHNICIAN ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for learning and assisting in the duties and skills involved in the repair, installation and maintenance of a variety of micro-computer and audio visual equipment used in school districts. The main focus of this classification is the training in-service of micro-computers and related electrical equipment. The work is performed under the immediate supervision of a Telecommunications Specialist I. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives classroom and on-the-job training in computer hardware, calibration and cleaning of computers, shop test equipment use, budgetary process of the repair department and the overall service maintenance of a computer;
Learns and assists in the servicing and cleaning of personal computers and audio visual equipment;
Learns and assists in the use of diagnostic equipment in repairing computers and audio visual equipment;
Learns and assists in the installation of, and troubleshooting with, virus protection software;
Learns and assists in the ordering and maintaining of hardware inventory and delivery, work order process, and overall repair service;
Makes site visits with other technicians to apply training and knowledge;
Deliver and/or assisting in the installation of computer related products;
May be required to lift at least 50 lbs;
Daily travel may be required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to learn the repair and maintenance of closed circuit television, audio and stereo equipment; ability to learn testing, alignment and maintenance of personal computers, audio, television, and stereo equipment; ability to learn of the tools, terminology and safety precautions involved in micro-computer and audio visual equipment repair and maintenance; ability to learn basic electronics, including wiring diagrams, schematics and use of electronic test equipment; ability to understand and follow oral and written instructions; good hand and eye coordination; mechanical aptitude; physical ability commensurate with position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and (one) course in electronics or PC Repair or software applications.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Title Change from "Micro-Computer/Audio Visual Repair Technician Trainee" - Adopted: 07/20/98
Revised: 08/13/98
Title Change to "Micro-Computer/Audio Visual Repair Technician Assistant": 07/07/99
Reviewed: 07/13/06
Revised: 05/01/08

*Title in promotional series: Micro-Computer/Audio Visual Repair Technician Assistant,
Micro-Computer/Audio Visual Repair Technician*