

PERALTA COMMUNITY COLLEGE DISTRICT - May 2, 2002

CLASSIFIED JOB DESCRIPTION

**HELP DESK SUPPORT TECHNICIAN I (Trainee)
(SEIU Local 1021 Salary Range 070)
Job Code: 920**

CLASS PURPOSE

Under immediate supervision, the Help Desk Support Technician I (Trainee) provides basic initial technical support to the college and District Office computer users. Performs a variety of basic technical help desk support duties.

(The Help Desk Support Technician I (Trainee) is an entry-level position. This position class differs from other data processing classes in that the emphasis is on providing help desk user support functions. Incumbents of this class are hired in a training capacity. A Help Desk Support Technician I (Trainee) may promote to a Help Desk Support Technician II once the experience requirements are met, including satisfactory performance evaluations. An incumbent in this class is responsible for providing initial (level one) hardware and software technical support to a variety of computer users district wide via telephone, email, web and other methods.)

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responds to user questions and inquiries via telephone, email, web and other communication methods.
- Enters, assigns and tracks service requests in the on-line work-order system. Refer service issues to IT management.
- Provides technical support and solves basic routine user hardware and software problems or questions including desktop computer hardware and software and enterprise system software.
- Provides professional, courteous, prompt and accurate support and solutions to users.
- Communicates, and analyzes and troubleshoots routine user problems and provides proper solutions or remedies.
- Properly documents problem ticket into on-line Help Desk System.

Job Description: Help Desk Support Technician I (Trainee)

- Assists in establishing priorities on Help Desk tickets base based on established help desk and departmental guidelines and procedures.
- Updates Help Desk database information.
- Follows up and communicates ticket information to users when appropriate.
- Creates and administers user accounts, passwords, and privileges/rights as assigned and directed by system administrators.
- Assists with desktop and laptop imaging and installation as needed.
- Assists in the operations of enterprise systems as needed
- Assists in user accounts creation and updates as needed
- Follows help desk and departmental guidelines and operating procedures.
- Work closely with senior helpdesk and other IT staff to acquire additional technical and non-technical knowledge.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of an Associate's Degree from an accredited college in computer science, computer information systems or a related field; or an equivalent combination of training and relevant work experience may be substituted for training/experience on a year-for-year basis.
2. Knowledge of principles and operations of computer systems and related peripheral equipment.
3. Ability to analyze and troubleshoot user problems via the telephone.
4. Ability to maintain knowledge of current technology and to learn new technology.
5. Ability to communicate professionally, accurately and effectively in both verbal and written, as well as on the telephone.
6. Ability to understand and respond to user questions in an effective and courteous manner.
7. Ability to convey technical procedures and directions in layman's terms.
8. Proficiency with operating systems, including Windows 98, Windows 2000 and Windows XP and MacIntosh's operating systems.
9. Proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g., Microsoft Office Suite, Word, Excel, Access, PowerPoint, etc.), the Internet browser, websites and e-mail systems.
10. Good knowledge and understanding of networking and personal computer hardware.
11. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

Job Description: Help Desk Support Technician I (Trainee)

DESIRABLE QUALIFICATIONS

- Some experience in performing help desk/operation functions or assisting users with computers problems or questions in person.
- A+ and/or MOUS certification and other industry recognized network certifications.
- Experience in troubleshooting PC software and hardware.
- Experience in working with non-technical users.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Seeing to view a computer monitor.
- Seeing to read various materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Bending at the waist, kneeling or crouching.
- Lifting objects up to 35 lbs.
- Reaching overhead, above the shoulders and horizontally.
- Sitting or standing for extended periods of time.
- Carrying, pushing or pulling.
- Walking.

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A