Microcomputer Systems Specialist

Position Details

Class Code: 1475
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 55 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, installs microcomputers and peripheral devices, writes programs for microcomputers, interfaces programs for mainframe computer, designs, and implements local and wide area networks, and supports users.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs microcomputers and peripheral devices.
2. Installs hard disks and tape backup units.
3. Designs and installs local and wide area networks.
4. Installs application menus and vendor provided software.
5. Interfaces microcomputers with mainframe computer via many different media.
6. Interfaces microcomputers with optical mark scanners.
7. Interfaces microcomputers with wireless digital receivers.
8. Configures and reconfigures hardware and software to match system environment.
9. Assists users in all phases of microcomputer systems.
10. Uses logical problem determination procedures to isolate faults in microcomputer software, hardware, and communications.
11. Maintains microcomputer applications, communications, and utility programs.
12. Conforms to safety standards as prescribed.

13. Performs other tasks related to the position as assigned.

Distinguishing Characteristics

Involves all aspects of microcomputer support and microcomputer to mainframe connectivity.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of microcomputer operating systems.
2. Knowledge of programming languages.
3. Knowledge of data communication systems including microcomputer to mainframe communications.
4. Knowledge of microcomputer software applications.
5. Knowledge of mainframe operating systems.
6. Ability to effectively communicate with microcomputer and mainframe computer users.
7. Ability to analyze EDP systems specifications.
8. Ability to safely move and relocate heavy objects.
9. Ability to work cooperatively with employees, other agencies, vendors, and the public.
10. Ability to recognize and report hazards and apply safe work methods.
11. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc).
2. Two (2) years of college, including courses in computer science; plus,
Two (2) years experience in microcomputer systems support including the specification and implementation of microcomputer hardware and software, data communications, micro to micro and micro to mainframe programming, and end-user training and support; or,

Four (4) years work experience (as outlined above), will meet the college and professional work experience.

PROGRAMMING LANGUAGE(S), OPERATING SYSTEM(S), AND SOFTWARE APPLICATION(S) REQUIRED IS CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
   License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript(s) if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months of date printed) issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District Information Systems Division, other divisions/departments throughout the District and travel to and from schools and other District office settings.

Work Environment

Strength

Strength: Sedentary to medium - exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand

Occasional climbing and crawling. Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, modems, telephones, fax machines, optical time delay reflect-o-meter, drills, punch-down tools, digital multi-meters, laser communication devices, and data system and communications test equipment, hand and power tools used in the installation and repair of communication systems.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 09/15/23
- Created: 06/31/91