Classification Summary

1. Performs a variety of tasks related to use of computers in the school Computing Center, following established procedures and guidelines for circulation of or use of computers and computer software.
2. Assists students, teachers and staff in the use of software programs used in the school for bookkeeping, accounting, ordering or other purposes. Instructs staff on word processing techniques, generation of data bases and spreadsheets, and printing functions.

Supervisory Relationships

Works under direct supervision of a Computer Specialist. May supervise students or student assistants.

Examples of Duties

1. Assist computer users in the correct replacement of printer ribbon cartridges, monitor and keyboard use, or program use.
2. Maintain inventory of all computer hardware in the school.
3. Order all hardware, software and other computer supplies for the Center and any related items pertaining to computers for the school.
4. Investigate malfunctions and complete repair work orders if necessary; transport to repair department.
5. Document receipt of new hardware or software; catalog and prepare for use by or circulation to students, teachers or staff.
6. Sell used disks to students, teachers and staff.
7. Type correspondence, memos, or other documents for teachers or Computer Specialist as requested.
8. Document location of software and hardware checked out to staff and software to students.

Required Knowledge, Skills and Abilities

1. Ability to type, use photocopier, calculator, and other standard office machines.
2. Knowledge of proper use of computers, cables, printers, and other computer hardware. Knowledge of software programs and their use.
3. Ability to communicate effectively orally and in writing.
4. Ability to establish working relationships with a variety of teachers, students, and staff members.

Minimum Qualifications for Class Entry

1. High School diploma or equivalent.
2. Experience or training in secretarial or clerical work and demonstrated ability to type 50 wpm.
3. Sufficient training or education in computer use and user assistance techniques to provide for the smooth operation of the school Computer Center and satisfactory guidance in software and hardware use by the teachers, students, and staff.

Work Environment

1. The position works in a Computer Center at a Senior High School.