



JOB DESCRIPTION COMPUTER TECHNICIAN

REPORTS TO: Director of Computer Services

EDUCATION & EXPERIENCE: Associate Degree in Computer Networking or related field

SKILLS: Electrical and mechanical abilities, typing 35 wpm

PRIMARY DUTIES:

- provide troubleshooting services for microcomputer hardware
- provide troubleshooting services for microcomputer software
- install all microcomputer software
- train employees in all microcomputer software applications
- install microcomputer upgrades as needed
- comply with all regulations related to confidentiality of patient information
- maintain microcomputer peripheral equipment
- install wiring for computer system
- organize and maintain inventory of computer equipment

OTHER DUTIES:

- maintain paper forms handling devices
- provide trouble shooting services for system software
- provide back-up support for information systems technician and programmer/analyst
- other duties as assigned

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- frequent use of computer
- long periods of standing, sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- frequent walking, bending, reaching, twisting, kneeling, squatting, climbing
- occasional exposure to mechanical and electrical conditions
- occasional carrying, lifting of up to 55 lbs
- occasional pushing and pulling of up to 100 lbs
- occasionally working in noisy and confined areas
- occasional use of personal transportation
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

8/9/2022