

OAK PARK UNIFIED SCHOOL DISTRICT  
CLASS TITLE : ASSISTANT COMPUTER SUPPORT TECHNICIAN

**DEFINITION:**

*This is a full time position, 40 hours/wk, 12 months*

*Salary: Range 7 on the Classified Salary Schedule CC/CH*

Assist the district's Computer Support Technicians in installing, maintaining, troubleshooting and repairing computer hardware, network devices, and software applications.

**EXAMPLES OF DUTIES**

The description of duties is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Assist with the installation, configuration, maintenance, and repair of computer equipment, network devices, and peripherals throughout the district
- Provide technical support to users for various systems, hardware and software applications, and access to network services
- Travel to various sites to provide tech support
- Maintain physical inventory storage
- Update records including inventory and service databases
- Perform related duties as assigned

**EMPLOYMENT STANDARDS**

**Experience with:**

- Tech support/ Troubleshooting (work as student tech interns is acceptable experience)
- Microsoft Office, Google Apps, GMAIL, Mac OS, iWorks (Pages, Numbers, Keynote)
- Mac OS devices, iOS devices, Chromebooks, Windows OS devices

**Ability to:**

- Communicate clearly and effectively
- Schedule and coordinate personal workload and tasks
- Be punctual and meet commitments and due dates
- Work well under pressure
- Participate actively on project teams

**Education and Experience:**

High School Diploma

Prior experience as a student technology intern is highly desirable.

**Licenses and other Requirements:**

Valid California Driver's License mandatory, and must have personal vehicle and up to date car insurance to travel between school sites.

**WORKING CONDITIONS:**

**Environment:**

School computer lab/classroom/office environment

Tech office workbench

**Physical Abilities:**

Dexterity of hands and fingers to operate computer keyboards and manipulate cabling and tools; sight able to view monitors and read manuals; hearing and speaking to exchange information; lifting objects up to 60lbs; sitting, climbing, standing, bending, stooping, squatting and crawling.