

INFORMATION TECHNOLOGY INTERN

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a high level administrator within the school district, an incumbent of this class shadows experienced information technology technicians to learn installation, configuration and troubleshooting of computer hardware and software. The incumbent will have strong interest and capability to work with computers and will assist technicians with repair and maintenance of district owned computer devices. This is an in-service training assignment that will allow the incumbent to learn and develop skills to support the computer software and hardware used by students and teachers within the school district. Supervision is not a responsibility of this position. The term of this appointment is limited to one (1) year. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists technology staff with installation, repair and maintenance of computer hardware and software;

Assists with data preparation and processing;

Assists with maintenance, repair and troubleshooting of peripheral equipment;

Assists technology staff in management of district computer devices, including creation of user accounts, tracking devices, and installing firewall and security software;

Labels and records inventory of technology equipment and peripherals;

Maintains catalog system for software library;

Provides basic instruction on computer operation to staff and students, and refers complicated problems to superiors for resolution.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the capabilities of computer equipment and software packages used by the school district; ability to take direction and follow instructions; ability to communicate effectively with people; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

School Districts

J C.: Pending non-competitive

Job Class Code: S1035