

LINN COUNTY CLASSIFICATION

TITLE: COMPUTER RESOURCE SPECIALIST 1

NUMBER: 089

APPROVAL ORDER

PAY RANGE: 16

NUMBER: 2005-637

CATEGORY: DSA

DATE: November 30,

2005

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Support and assist with the implementation and documentation of personal computer applications and networks. Perform personal computer hardware/software maintenance, repair and installation. Perform advanced personal computer software use and training. Duties also include assisting with the operation of the Sheriff's mini computers.

SUPERVISION RECEIVED: Works under the supervision of the Support Services Division Director who assigns work and evaluates performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this classification. The person in this classification will work in close coordination with other staff and will assist in training.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist with installing computer hardware and software. Diagnose malfunctions and coordinate repair and servicing of personal computer hardware and/or peripherals.
2. Assist in developing long-range strategies for personal computer utilization.
3. Provide advanced and specialized assistance with complicated projects using personal computers and software.
4. Assist and provide backup to the Computer Resource Specialist 2 for the IBM computer systems, this includes working with network, hardware and application software.
5. Perform routine and non-routine maintenance on personal computers.
6. Collaborate with users and assist with evaluating and recommending new personal computer software and hardware.
7. Assist in providing or coordinating personal computer system training.
8. Maintain inventory of all Sheriff's Office personal computer hardware and peripheral equipment.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.

10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of current personal computer systems hardware, software and related equipment. Knowledge of current network systems and software (token ring/Ethernet networking). Knowledge of current Corel and Microsoft software products a plus.

Ability to effectively communicate and work with both technical and non-technical staff. Ability to clearly express thoughts and ideas, both orally and in writing. Ability to establish and maintain effective working relationships. Ability to operate common current computer equipment (printers, tape drives, CRT and printing terminals, computer consoles, etc.). Ability to keyboard.

EXPERIENCE, EDUCATION AND TRAINING: Position requires graduation from a senior high school plus a 2 year technical degree in a computer related discipline and one year experience. Additional experience may be substituted for one year of training.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony, any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Competent and licensed to operate a vehicle in the State of Oregon. Possession of a valid Oregon Driver's License and an acceptable driving record at the time of appointment may be a condition of employment. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in various settings. Work requirements include the ability to sit, stand, walk, bend and stoop; see, talk and hear; drive a motor vehicle; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move fifty (50) pounds.