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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : NETWORK AIDE I
Code: 030245 BVN
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Competitive

GENERAL STATEMENT OF DUTIES

Assists in installing and maintaining workstations attached to a network; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are technical and require the use of judgment.

TYPICAL DUTIES

- *1. Aids in installing and maintaining workstations attached to a network.
- *2. Aids in installing and supporting workstation operating systems.
- *3. Aids in maintaining various computer network operating systems.
- *4. Aids in monitoring and adjusting computer network systems for optimal performance, both on-site and via remote diagnostics.
- *5. Aids in installing and configuring all word processing, spreadsheet, data base, computer aided drafting, telecommunications, desktop publishing, and other software applications, as well as vendor-supplied systems on computer networks.
- *6. Aids in organizing and preparing computer network system documentation.
- *7. Aids in maintaining records on computer networks, including hardware and software information for inventory control and upgrade purposes.
- *8. Aids in the training and instruction of users in computer network operating systems and in network operation and use.
- 9. Monitors incoming and outgoing stock.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

- 1. Knowledge of the principles, practices, and procedures involved with computer networks.
- 2. Knowledge of the various application and other software required to maintain computer network systems, and to program and modify computer systems software.
- 3. Knowledge of computer network systems configuration.
- 4. Ability to analyze and resolve computer network systems software problems.
- 5. Ability to install, monitor, and maintain computer network systems software products.
- 6. Ability to express oneself effectively, both orally and in writing.
- 7. Ability to establish and maintain effective working relationships with associates.

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MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school including or supplemented by:

1. Completion of an industry-standard computer network technology certificate (minimum of 400 hours)

or

2. Two years of satisfactory, paid experience installing and maintaining applications on personal computers and/or computer networks.

NOTE:

A network engineer certificate validated by one of the major network software vendors may be substituted for six months of the experience, as outlined above.

Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver's License issued by the State of New York may be required.

1/9/01

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