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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : NETWORK AIDE II**  
**Code: 030235 BVD**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists in installing, monitoring, and maintaining computer networks and their operating systems; performs related duties as required.

**COMPLEXITY OF DUTIES**

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

**TYPICAL DUTIES**

- \* 1. Assists in installing, maintaining, and upgrading computer networks.
- \* 2. Assists in installing, supporting, and implementing computer network operating systems, and DOS (Diskette Operating System), as well as system utilities.
- \* 3. Assists in generating and maintaining various computer network operating systems such as Novell, OS 2, Windows, Apple Talk, and others.
- \* 4. Assists in monitoring and adjusting computer network systems for optimal performance, both on-site and via remote diagnostics.
- \* 5. Assists in installing, configuring, and maintaining 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. Organizes and prepares computer network system documentation.
- \* 7. Assists in maintaining records on computer networks, including hardware and software information for inventory control and upgrade purposes.
- \* 8. Assists in the training and instruction of users in computer network operating systems and in network operation and use.
- 9. Assists in providing Network Managers and Coordinators with ongoing training and support so that they can efficiently use their networks.
- 10. Monitors incoming and outgoing stock.

**\*ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable 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.

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university, including or supplemented by six credits in a computer field  
and

One year of satisfactory, paid experience installing and maintaining applications on personal computers and/or computer networks.

**Necessary Special Requirement**

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

- NOTE:** 1. Experience, as outlined above, in excess of the one-year requirement, may be substituted for college education on a year-for-year basis.
2. 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.

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