NASSAU COUNTY

SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : OFFICE COMPUTER APPLICATIONS ASSISTANT
Code: 090175 GSP
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Competitive

GENERAL STATEMENT OF DUTIES
Assists in analyzing data and preparing reports to meet the ongoing data processing needs of the BOCES Business Office; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, the position requires the use of judgment in analyzing, developing, and utilizing data processing resources for the Business Office.

TYPICAL DUTIES
* 1. Utilizes various software applications in continuing to automate the various functions in the Business Office.
* 2. Assists in analyzing and developing reports as required for the operation of the Business Office.
* 3. Performs special accounting projects, including analysis of state aid and State Education Department data, accounting research projects, and school district studies.
* 4. Reviews operations of the business Office to recommend and assist in implementing new computerized software applications.
* 5. Analyzes data and prepares reports relating to BOCES' numerous facilities lease agreements.
* 6. Assists in staff training in use of computer hardware and software used in the Business Office.
* 7. Performs network system maintenance including user set-up, file and directory organization and access, and system back-up.

* ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Thorough knowledge of current principles, practices, and techniques of data processing.
2. Considerable knowledge of the capabilities, application, and operation of computer hardware and software.
3. Ability to analyze problems involving data processing and file management.
4. Ability to express oneself effectively, both orally and in writing.
5. Ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS
Training and Experience
Bachelor's degree from a regionally accredited or New York State registered college or university, with major course work in Business Administration, including or supplemented

by 12 credit hours in the computer sciences
and
Two years of satisfactory experience working with computerized software applications in an office setting.

NOTE: 1. One year of additional experience, as described above, may be substituted for the 12 credit hours in computer sciences.
2. A Master's degree in computer science from a regionally accredited or New York State registered college or university may be substituted for one year of the required experience, as described above.