NASSAU COUNTY

SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : **PERSONAL COMPUTER**
APPLICATIONS AIDE
Code: **030205 BTZ**
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Competitive

GENERAL STATEMENT OF DUTIES

Assists in supporting applications and installing them onto personal computers and personal computer local area networks (LANs); assists in providing instruction to personal computer users; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the exercise of judgment in assisting in the performance of technically complex work involving personal computer applications.

TYPICAL DUTIES

* 1. Assists in instructing users in the proper operation of individual personal computers,and units on LANs.
* 2. Assists in instructing in the use of personal computer hardware and related peripheral equipment, such as tape backup units, CD-ROM drives, and printers, including units attached to LANs.
* 3. Assists in the use of industry standard personal computer operating systems such as MacIntosh, DOS, Windows, OS/2, and Novell.
* 4. Assists in the instruction of the general use of industry standard application software used on personal computers or networks, such as word processing, spreadsheet, database, graphics presentation, and desktop publishing programs, and assists in developing linkages between these packages.
* 5. Assists in providing help using telecommunications hardware and software.
* 6. Assists in installing and testing personal computer operating systems such as DOS, MacIntosh, Windows, and OS/2.
* 7. Assists in installing and testing industry standard personal computer application software such as word processing, spreadsheet, database, graphics, presentation and desktop publishing programs or packages developed for the Educational Computer Center and its component local school districts, and assists in providing linkages between these packages and financial and student management systems on LANs and/or RISC processors, and mini and/or mainframe platforms.
* 8. Assists in installing system, personal computer application software, upgrade, and utility packages.
* 9. Assists in preparing documentation, registration, and license requirements for personal computer hardware and software.
  10. Attends seminars at which system problems and modifications are discussed.

*ESSENTIAL FUNCTIONS
FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of word processing, spreadsheet, database, graphics, presentation, and desktop publishing application software used in personal computers.
2. Knowledge of personal computer operating systems.
3. Ability to install and maintain personal computer operating systems and application software products.
4. Ability to express oneself effectively, both orally and in writing.
5. Ability to establish and maintain effective working relationships with associates and end-users.

MINIMUM QUALIFICATIONS

Training and Experience

1. Associate's degree from a regionally accredited or New York State registered college or university, including or supplemented by twelve (12) credits in a computer field;

   or
2. Graduation from high school and, either
   - A. Two years of satisfactory, paid, experience working with industry standard PC (DOS) and/or MacIntosh hardware and software, which included installing software applications, or supporting or training the users,

     or
   - B. Completion of a New York State registered program of instruction (minimum of 300 hours) in a computer field.

Necessary Special Requirement

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

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