

[Go Back](#)**NASSAU COUNTY****Title : PERSONAL COMPUTER
APPLICATIONS SPECIALIST I****SCHOOL DISTRICTS****Code: 030210 BUE****CLASS SPECIFICATION****Page : 1 of 2
Competitive****GENERAL STATEMENT OF DUTIES**

Supports applications and installs them onto personal computers and personal computer local area networks (LANs); provides instruction to personal computer users; performs related duties as required.

COMPLEXITY OF DUTIES

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

TYPICAL DUTIES

- * 1. Installs applications onto personal computers and personal computer LANs, both in-house and on-site in subscribing districts.
- * 2. Instructs users in the proper operation of individual personal computers, and units on LANs.
- * 3. Instructs 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.
- * 4. Instructs in the use of industry standard personal operating systems such as MacIntosh, DOS, Windows, OS/2, and Novell.
- * 5. Instructs in 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.
- * 6. Diagnoses and provides assistance using telecommunications hardware and software.
- * 7. Installs and tests personal computer utility and program upgrade packages and operating systems such as DOS, MacIntosh, Windows, and OS/2.
- * 8. Installs and tests 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 provides assistance with linkages between these packages and financial and student information management systems on LANs and/or RISC processors, and mini and/or mainframe platforms.
- * 9. Installs system, personal computer application software, upgrade, and utility packages.
- * 10. Prepares documentation, registration, and license requirements for personal computer hardware and software.
- 11. Attends seminars and participates in discussions of system problems, and

suggests modifications.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of word processing, spreadsheet, database, graphics, presentation, and desktop publishing application software used in personal computers.
2. Knowledge of personal computer system configuration.
3. Knowledge of personal computer and network operating systems.
4. Ability to analyze and resolve personal computer system problems quickly and efficiently.
5. Ability to install and maintain personal computer operating systems and application software products.
6. Ability to express oneself effectively, both orally and in writing.
7. Ability to establish and maintain effective working relationships with associates and end-users.

MINIMUM QUALIFICATIONS

Training and Experience

1. Bachelor's degree from a regionally accredited or New York State registered college or university, including or supplemented by eighteen (18) credits in a computer field;
or
2. Two years of satisfactory, paid, experience working with industry standard PC (DOS) and/or MacIntosh hardware and software, which included installing software applications, or training or supporting the users, and, either
 - A. 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
 - B. Graduation from high school
and
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.

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