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NASSAU COUNTY

**Title : TELECOMMUNICATIONS
EQUIPMENT TESTER TRAINEE**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 030060 BNA
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Competitive**

GENERAL STATEMENT OF DUTIES

This is a competitive class trainee position. The period of trainee service shall be not less than one year and not more than two years from the date of appointment from an appropriate eligible list, the service to be of such designated length as to satisfy the training and experience requirements for Telecommunications Equipment Tester. Upon the satisfactory completion of the designated trainee service, which also serves as the probationary period, a Telecommunications Equipment Operator Tester Trainee shall attain permanent status as Telecommunications Equipment Tester.

COMPLEXITY OF DUTIES

Under direct supervision, the employee will receive on-the-job training in providing diagnostic service to school districts by testing for problems with telecommunication lines and equipment; performs related duties as required.

TYPICAL DUTIES

1. Receives training and assists in conducting testing procedures to identify the cause of interruption in electronic data processing service due to problems with the communication lines, multiplexors, modems, computer terminals, or printers.
2. Learns to correct problem or notifies telephone company or appropriate equipment vendor. Follows up with school district to assure that service is restored.
3. Receives training and assists in installing and testing all new data communications equipment at the BOCES Center and in local school districts.
4. Receives training and assists in maintaining the highest possible up time on multiplexors, modems, lines, and terminals.
5. Assists in preparing trouble logs and preventive maintenance logs for equipment users.
6. Visits users routinely to assist in inspecting equipment for proper functioning and to maintain customer satisfaction with BOCES' electronic data processing service.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to learn procedures and to use tools in testing for and diagnosing problems with telecommunication lines and equipment.
2. Ability to learn to install data communications equipment.
3. Ability to learn to interpret technical manuals.
4. Ability to maintain good working relationships with computer center staff, customers, and equipment vendors.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school including or supplemented by course work in electronics, data

processing, or data communications.

Necessary Special Requirement

Possession of an appropriate class, valid driver license, issued by the State of New York.

- NOTE:** 1. Experience in maintaining electronic, telephone, or data communications equipment may be substituted for high school and course work on a year-for-year basis up to a maximum of two years.
2. Trainee positions are subject to Rules XVII and XIX of the Nassau County Civil Service Rules in relation to term of probation.

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