

Department: Information Systems

Classification: Competitive

Grade: 7

SPEC DISK C8
DOCUMENT 01

NETWORK TECHNICIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This "trainee" position exists in the Information Systems Department and involves responsibility to learn to perform the functions of a Network Technician. This includes network analysis, management and network operation activities. The "trainee" undergoes "on the job" self directed and classroom training to become a qualified Network Technician. The trainee will learn to perform the day to day duties in the operation of the County Local Network and computer system.

Supervision over the work of others is not a responsibility of this class. Trainee appointments are for a period of one year following which incumbents who receive satisfactory ratings will be advanced to the title of Network Technician without further examination. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Learns to design, install document and maintain local area networks, office campus area networks, municipal area networks and wide area networks;

Learns to operate the Essex County Government Center computer system;

Learns to install and setup computer equipment and connect it to the local area networks;

Learns to install and run Internet protocols;

Learns to install, configure and maintain network file servers, microcomputers and printers;

Learns to test new computer hardware and software;

Learns to inform users and staff of network operations;

Learns to research and evaluate document technology solutions;

Learns the basic network operation techniques and skills under supervision to develop experience and proficiency;

Attends classes and completes study and reading assignments on local networking techniques, operation and theory;

Prepares a variety of records and reports relating to the training program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn and to be trained in basic network procedures, techniques and knowledge of micro-computer operation, computer programming and system design and product technology; ability to understand and interpret written materials; ability to establish and maintain working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by fundamentals of micro-computers, including MS-DOS and Windows based operating systems, basic data base management and/or programming applications and/or basic network technologies.