Herkimer County

MICROCOMPUTER SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position focused on adapting microcomputers to department and user needs. Working with various departments or units within a department, as needed, the incumbent works from problem definition to implementation and support for the system designed. The work includes the application of both hardware and software to meet the specific needs of the department. The employee works under the direct supervision of the Senior Micro-Computer Specialist or other supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:
- Assists in designing the system for department use by specifying hardware, software, files, screens, interactive programs, etc.;
-Assists in integrating the new system into the current hardware/software systems and manual/paper systems in use;
-Assists in developing appropriate tests to assure the system's reliability;
-Assembles and installs microcomputer systems including connection of central processing unit with all peripheral equipment such as printers, displays, and external disk drives;
-Installs and upgrades software packages (e.g., Microsoft Office Suite, Office 365, Word Perfect);
-Loads operating system software;
-Tests and adjusts software during parallel operation with the current system;
-Develops and documents operational procedures;
-Trains staff in use of word processing, database, spreadsheet, utility and other software;
-Maintains a library of manuals, documentation, publication, etc., maintains inventory data, daily transaction log for monthly billings;
-Prepares operation manuals for users, and other written materials such as memoranda, progress reports and proposals;
-Responds to user problems and questions on system hardware and software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the principles, techniques and concepts utilized in microcomputer system analysis; good knowledge of microcomputer capacities, programming principles, techniques and concepts; good knowledge of office terminology and procedures; good knowledge of principles and practices of office automation; ability to perform close detail work; ability to train others in the operation of microcomputers; ability to prepare written material such as documentation for programs and system configuration, memoranda and progress reports; tact courtesy; analytical ability; ability to follow complex written or oral instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER   **(A)** Graduation from a New York State registered two-year college or university with an Associate's Degree in computer science or a closely related field;

   OR   **(B)** Two years of full-time experience in personal computer system analysis and/or adapting software for users;

   OR   **(C)** An equivalent combination of training and experience, as defined by the limits of **(A)** and **(B)**.