



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
Post Office Box 213030 • Stockton, California 95213-9030  
Telephone (209) 468-4800

# Job Description

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<b>POSITION TITLE:</b>	<i>Computer Repair Assistant</i>	# 2175
<b>SALARY PLACEMENT:</b>	Range M, Classified Salary Schedule	

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Requires an Associate of Arts Degree in computer-related technology or equivalent experience. Possession of a valid California driver's license and maintain a good driving record.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*Extensive knowledge of technology methods, software and hardware used in program.*

**MINIMUM EXPERIENCE:**

One year experience in technology maintenance.

**DESIRABLE EXPERIENCE:**

*Experience working in a school district, county office of education and/or technology-related industry. Macintosh experience required.*

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to use materials and equipment and perform technology maintenance efficiently and safely; understand and carry out oral and written instructions; maintain cooperative relations with those contacted in the course of work; relate positively to students.

**SUMMARY OF POSITION:**

Under direction of the program administrator assists in maintaining the technology hardware. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Provides mentoring to students in the program.
2. Assists in technology maintenance by making repairs in a timely fashion.
3. Moves technology hardware to designated locations.
4. Performs other technology hardware tasks when assigned.
5. Keeps equipment clean and in operating order.
6. Operates necessary machines, tools and equipment.
7. Assists with other general maintenance workers, when necessary.
8. Does related work as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.

**PHYSICAL REQUIREMENTS: (CONTINUED)**

2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment; exposure to dust oils, and cleaning chemical; some exposure to childhood and other diseases in a school environment and come in regular contact with SJCOE staff, district staff, and the public.