

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): IT DEPT

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE TECHNICAL SPECIALIST III

NEW POSITION OR REPLACEMENT FOR: ALVAREZ, JOSE EMPLOYEE NO 163767

DEPT NO 200

POSITION/SLOT NO 009

ADVERTISED SALARY: 30,224 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: "SEE ATTACHED"

WORK LOCATION / HOURS: 0800-5:00PM - EDINBURG, TX

CONTACT PERSON: RENAN RAMIREZ

EXTENSION / PHONE NO: 292.7010

Department Head or Elected Official

07 Nov 11
Date

FUNDS AVAILABLE: YES ___ NO ___ DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: _____

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES ___ NO ___. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

HIDALGO COUNTY COMPUTER DEPARTMENT

Job Title:	TechnicianIII	FLSA Status:	Non-Exempt
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Dept No:	200-002	Civil Service Status:	Non-Exempt
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SUMMARY:

This job supports the computers, printers, terminals and peripheral devices necessary to operate all hardware and software environments of the County of Hidalgo. Maintains computer setups, software installations, and county equipment to ensure that the county is operating effectively.

ESSENTIAL DUTIES AND RESPONSIBILITES:

- Performs or participates with others to perform technical repair services of computers, printers, terminals, and networking devices.
- Required to travel to various points around Hidalgo County to pick up and deliver or field service equipment.
- Assists or provides cable-pulling and termination services as required.
- Good troubleshooting and repair techniques.
- Reads electronic schematics and makes necessary repairs with minimum supervision.
- Good organizational skills are required in order to keep proper maintenance records and allocate costs to individual jobs.
- Neat and orderly maintenance of the computer shop area is a must.
- Knowledge of and exercise of proper safety procedures are required.
- Some evening and weekend work may be required.
- Ability to work well with others.
- Performs such other duties as may be assigned.
- Regular attendance is a must.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED
- Bachelor's degree preferred or two (2) years of college with computer science or technology emphasis.
- Must have at least three (3) years of experience in computer repair.
- Knowledge in industry standard hardware and software preferred.

CERTIFICATES, LICENSES, REGISTRATION:

- Employee must have a current valid Texas Motor Vehicle Operator's License and
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES:

- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc.
- Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to speak to people with poise, voice control and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatically form, and to deal with several abstract and concrete variables.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

Approved 2001

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time.
- operating assigned equipment.

Maintain mental capacity which permits:

- making sound decisions and using good judgment.
- demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.