

# **LINN COUNTY CLASSIFICATION**

**TITLE: COMPUTER RESOURCE SPECIALIST 2**

**NUMBER: 086**

**APPROVAL ORDER**

**PAY RANGE: 17**

**NUMBER: 2001-302**

**CATEGORY: DSA**

**DATE: June 26, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supports, develops, documents, and assists with computer applications and management in the Linn County Sheriff's Office, including preparation of estimates, hardware and software repair, maintenance, installation and programming.

SUPERVISION RECEIVED: Works under the general direction of the Support Services Division Director who assigns work and evaluates performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this classification. The person in this classification may assign work to Computer Resource Specialist 1 employees and will work in close coordination with other staff and assist in training.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Install computer hardware and systems software. Assist with management of systems operation. Diagnose malfunctions and coordinate repair and servicing of systems.
2. Develop procedures for operating and managing Sheriff's Office computer systems and networks. Assist in the training of user personnel in use of hardware and associated software for these systems.
3. Perform routine and non-routine maintenance of system and personal computer equipment.
4. Install and test personal computer systems hardware and software. Diagnose malfunctions and coordinate repair and servicing of personal computers and related equipment.
5. Assist in developing long-range strategies for computer systems in the Sheriff's Office. Also assist with planning for personal computer applications.
6. Install, test and diagnose computer communications software and hardware for networking with internal and other systems.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of software design and computer hardware; systems analysis and design principles, practices and methods; computer networking systems and applications.

Skill and ability to troubleshoot computer hardware, software; operate personal computers, terminals, printers, to assist and convey information to persons not directly engaged in data processing operations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Equivalent to two years of specialized training in Computer Science, Data Processing or a related field and three years of progressively responsible experience in computer system operation or data processing; preferably in a public safety environment; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Competent and licensed to operate a vehicle in the State of Oregon. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in various settings. Work requirements include the ability to sit and stand; walk, bend and stoop; see, talk and hear; drive a motor vehicle; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move fifty (50) pounds.