

Polk County Sheriff's Office Job Description
1826 System Network Technician

August 7, 2006, Revised August 28, 2008

Position Concept:

The System Network Technician performs operation and technical duties and tasks requiring extensive knowledge of the programs and systems utilized by the Information Technology Section of Polk County Sheriff's Office.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The System Network Technician may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Provide user assistance
- Maintain system security
- Create and edit operational instructions
- Maintain SEQUENT system manuals
- Operate data processing equipment
- Troubleshoot hardware
- Perform data file backup
- Conduct Emergency boot of mainframe
- Boot SEQUENT mainframe
- Perform software diagnostics
- Install and modify software
- Fabricate data cables and connectors
- Install and relocate electronic data processing equipment
- Install and maintain UNIX
- Monitor system efficiency

Education, Professional Certification or License:

- High School or GED
- Two (2) years of college preferred or an approved technical school with major course work in Computer Science or related field
- Valid Florida driver's license

Professional Experience:

- Minimum of two (2) years hands on experience in the operation of data processing and computer equipment utilizing the UNIX operating system. Education may be substituted on a year for year basis.

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office environment
- Works around potentially dangerous high voltage lines
- Sometimes exposed to loud noise

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Required Skills and Knowledge:

Knowledge of:

- Geographical area
- Proper use of tools and test equipment
- Operating system (UNIX)
- Current system configuration
- Standard tools and their usage
- Electronic Data Processing equipment
- UNIX system commands
- Equipment and software

Ability to:

- Operate office equipment
- Operate a motor vehicle
- Use tools
- Comprehend
- Operate tape drive
- Read and write English
- Follow directions

Skills:

- Diagnostic
- Technical
- Electronic
- Computer

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Climb
- Drag/Carry 50 lbs.
- Crawl
- Recognize colors
- Lift 50 lbs.
- Sense of smell

For additional information on this position refer to the Job Task Analysis.