

## LOCAL AREA NETWORK TECHNICIAN

50-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing technical duties to assist in the operation of a centralized electronic data processing system (Local Area Network, or LAN) consisting of a server wired to several workstations. The local area network system meets the needs of several departments or offices engaged in diverse functions. Technical duties will include operation of computer nodes, monitoring of software applications available on the network, and operation of workstation and server operating systems (MS-DOS and Netware). Work is performed under supervision with leeway for independently performing most of the duties of the position.

### TYPICAL WORK ACTIVITIES:

Operates a variety of office equipment and machinery;

Operates the control console of a computer;

Operates auxiliary input and output units;

Observes indicators on the console and peripheral equipment and takes necessary steps to verify proper functioning of computers throughout production runs;

Installs cabling and wall plates and sets up workstations;

Performs daily or other periodic procedures to create backup files of all data contained on the network;

Provides technical advice and assistance to workstation users in support of their use of network applications;

Analyzes and resolves machine stops, problems with applications, and performs other trouble shooting functions;

Sequences programs and provides input parameters in order to update or maintain computer file data.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of data processing concepts and terminology, including basic data processing terminology; good knowledge of the use, operation, and routine maintenance of computer hardware and peripheral equipment; good knowledge of the structure and use of the operating systems used to run individual workstations and the network server's operating system; good knowledge of office terminology, procedures, and equipment; working knowledge of Business Arithmetic and English; ability to read and interpret instructions relating to the execution of computer programs; ability to reason logically; ability to present ideas clearly, both orally and in writing; clerical and mechanical aptitude; initiative; and resourcefulness.

**MINIMUM QUALIFICATIONS**: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in data programming, data processing, computer sciences, or a related field and three (3) years of experience in the operation of a computer using a mini mainframe, mainframe, or personal computer, operating in a network environment; or
- (B) Five (5) years of experience as indicated in (A) above.

*Special Note: Experience in the performance of basic keyboarding functions and/or experience with the use of specific software products (such as WordPerfect®, Quattro Pro®, or Excel®, or other software products) is not considered to be qualifying experience. Experience in the operation of personal computers implies familiarity with hardware components, the ability to install basic hardware, the ability to connect wires and cables, and the performance of basic repair and maintenance functions.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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