



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	COMPUTER AIDE
Jurisdictional Class:	Competitive
Civil Division:	County Schools
Adoption:	CSM 11/19/97
Revised:	CSM 1/8/03

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a school district and involves responsibility for performing a variety of basic non-technical tasks by obtaining materials and equipment for students using the computer center or computer room and monitoring their activities. The duties of this class differ from clerical positions due to the primary emphasis in dealing directly with and aiding individual students or small groups of students with computer activities with no clerical work performed. Additionally, this class differs from those of Teacher Aide and Teaching Assistant in that it is not designed to relieve the work of teachers nor engage in the teaching function. The work is performed under direction of a higher-level employee. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Aids students in finding and using microcomputer and related equipment, software, books, and supplies at the computer center room;

Monitors student activities and maintains discipline and ensures that hardware and software are not misused;

Issues computer equipment and software to students from storage areas;

Collects returned books, software, and related materials and files and/or shelves them in appropriate place;

Cleans computer monitor screens;

Maintains simple records of equipment, software, books, and supplies at the center or room;

Assists students using hardware and software at the computer center by loading computer disks and starting programs;

Sends equipment for repair and checks out returns;

Schedules computer time and coordinates with classroom teacher;

Assists professional/technical staff program coordinators in managing the use and care of equipment and supplies by student personnel;

May type inventories, reports, and purchase orders not requiring the services of a skilled typist;

Labels hardware and software for identification;

Keeps order and is responsible for supervision of the computer center in the absence of professional/technical staff;

Aides in the annual inventory of hardware, software, and related materials;

Ensures printers have toner cartridges and paper;

Checks disk order to ensure program sequencing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good general intelligence;
Ability to establish satisfactory working relationships with students and others;
Interest in working with students engaged in using hardware and software at a computer center room;
Ability to acquire a working knowledge of microcomputer hardware and software;
Ability to sort and file materials and records;
Ability to maintain order at the computer center or room.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a New York State equivalency diploma; or
- (B) One year (*) of experience using a microcomputer and related software; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: No prior computer programming knowledge or experience is necessary for this position since orientation to equipment and software will be provided by the school district upon appointment to the position.

*This experience can be personal and not work experience (e.g. use of personal computer and software).