

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

Job title: Client Services Technician

NOTE: Client Services Technician can be assigned to computer repair or duplicator repair

Qualifications:

- High school diploma and or GED
- Experience with PC compatible computers, Apple systems, network cabling, fiber optic cabling
- Experience in maintaining and servicing copiers, digital duplicators, and fax machines
- Specialized training may substitute for some work experience

Credentials: Valid Oklahoma Driver's License and acceptable Driving record.

(Optional) Individual must obtain and maintain related certifications and/or licenses related to their responsibilities every 3 years.

Required: Dell Repair Credentials. To be obtained within 180 days of assignment to computer repair technician

Training or Experience Required:

Experience working with desktop/laptop computers and basic desktop troubleshooting and repair
Experience with installation of peripheral devices such as monitors, display system, printers, etc.
Experience with the maintenance, trouble shooting and repair of Cannon copiers, digital duplicators, and fax machines

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.