

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE AUTOMATION TECHNICIAN
CLASS CODE: 6130
EFFECTIVE DATE: 3/24/98 w/ clarification update 9/5/01 (Revised 6/22/91 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Computer

JOB SUMMARY

Provides training and technical support to computer users in the various County departments; assists in design, development and maintenance of County department web sites; and provides department secretarial support.

CLASS CHARACTERISTICS

This is the primary user software trainer classification level.

ESSENTIAL FUNCTIONS

Provides hardware and software technical support to Utah County employees.

Analyzes departments' needs in office automation and recommends existing software programs that will best fit their needs.

Prepares and executes purchase requisitions and verifies monthly reports.

Purchases computer supplies for County departments yearly and on an individual basis.

Records minutes at weekly staff meetings.

Performs department payroll activities on a bi-weekly basis and balances reports.

Tracks monthly service fees from companies that pay to access County information.

Performs clerical work for department head and other staff members.

Places equipment requisitions and follows-up with vendors.

Prepares commission meeting agendas.

Trains County personnel (groups and individuals) in the use of Office Automation programs including, but not limited to, Corel products (WordPerfect, Quattro Pro, Presentations), Microsoft products (Word, Excel, Power Point, Access), GroupWise, Winfax, Internet, Web Design, and on-line systems after studying and learning the programs.

Prepares training manuals and exercises.

Coordinates training schedule.

Maintains mainframe and Xerox printer during large print jobs.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in written and verbal communication; Skill in math and reading; Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of computer hardware, software, and functions; Skill in Office Automation programs mentioned above; Knowledge of web page development procedures including use of development tools such as Dreamweaver and Front Page; Ability to communicate in non-technical terms about technical computer information; Ability to train groups of people; Ability to assess and understand the computer needs of County departments; and Knowledge of accounting procedures.

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PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; and Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; Two (2) years formal training in office automation systems / technology and secretarial skills; Three (3) years work experience including the presentation of technical information to groups and providing administrative support in a computer-related function; and Must pass a typing test at or above the rate of 40 WPM net.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.