

Information Technology Trainee (Range H30/JTC H41) – Non Exempt

GENERAL SUMMARY:

Under moderate supervision responsible for performing routine work (i.e., maintenance, troubleshooting and tracking of network equipment and infrastructure) as assigned.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATION/SKILLS REQUIRED

Graduation from high school or equivalent and one year of specialized computer training. Must be able to interact effectively with individuals from diverse backgrounds. Must be able to provide quality customer service. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE:

The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

Revised: 01/2017 - emm
ADA/tmm 05.201.19