

# Server Technician I

## Position Details

Class Code: 1545

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, troubleshoots, installs, maintains, operates, and supports network servers, operating systems, and related technologies. Also, performs maintenance on user accounts, passwords, and file system rights.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintains competency in related network server operating systems, such as Novell NetWare, Microsoft Windows, and Linux.
2. Maintains competency in related network server hardware and peripheral technologies, such as tape drives, Redundant Array of Independent Disks (RAID) controllers, etc.
3. Participates in developing equipment and operating systems software specifications for new network servers and related technologies.
4. Assists in planning and implementing hardware/software systems installations and upgrades.
5. Assists in diagnosing network server malfunctions and coordinating/implementing repair activities.
6. Performs system administration tasks such as account creation/changes, password resets, directory and file system rights, system log monitoring/review, etc.

7. Performs field support at Clark County School District CCSD schools, offices, or other locations as directed.
  8. Supports all network server peripherals and supporting systems.
  9. Provides on-call support when needed.
  10. Conforms to safety standards as prescribed.
  11. Performs other tasks related to the position as assigned.
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## **Distinguishing Characteristics**

Involves general knowledge of network server hardware and operating systems, performance of system operation and support tasks, and general troubleshooting activities.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of network server operating systems.
2. Knowledge of network server hardware and related components.
3. Knowledge of Transmission Control Protocol/Internet Protocol (TCP/IP) networking technologies and troubleshooting.
4. Knowledge of desktop computer hardware and software operating systems.
5. Knowledge of network printer configuration and support.
6. Knowledge of the installation, configuration, troubleshooting, and repair of uninterruptable power systems (UPS) supporting network server equipment.
7. Ability to communicate technical issues in an understandable manner.
8. Ability to plan network server technology activities.
9. Ability to read and interpret complex technical documentation.
10. Ability to diagnose computer hardware and software malfunctions and initiate repairs.
11. Ability to create, edit, and maintain technical documentation.
12. Ability to make technical presentations to CCSD staff and administrators.
13. Ability to recognize and report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.

THE PROGRAMMING LANGUAGE(S), OPERATING SYSTEM(S), AND SOFTWARE APPLICATION(S) REQUIRED ARE CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

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## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years of college with major area of study in Information Technology (IT)-related technologies such as management information systems (MIS), computer science, etc., plus one (1) year of work experience directly related to this position, providing operations/support assistance and troubleshooting for networked servers and related systems; or  
Three (3) years of work experience in an IT-related technical support field including one (1) year of work experience directly related to this position, providing operations/support assistance and troubleshooting for networked servers and related systems.

### Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

### Preferred Qualifications

Industry certification in network server technologies, such as Certified Novell Engineer (CNE), Microsoft Certified Systems Engineer (CSE), etc.

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## Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college, university, or trade school, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Safe driving record.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD Technology and Information Systems Services, Networking Services Department, and other locations; air-conditioned and non-air-conditioned school equipment rooms; travel to and from schools and other CCSD office settings.

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## Work Environment

### Strength

Sedentary/medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Occasional climbing and crawling. Frequent sitting, standing, walking, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Field work may involve equipment rooms which may be warm, cramped, and loud.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment). Field work may involve access to AC and DC electrical circuits, sharp edges, ladders, and cramped spaces.

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, modems, telephones, fax machines, drills, punch-down tools, digital multi-meters, laser communication devices, data system and communications test equipment, and hand/power tools used in the installation and repair of technology equipment.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 05/07/24
- Created: 10/13/10