

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SYSTEMS SUPPORT SPECIALIST I -
Help Desk

SALARY GROUP: B13

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joe Miles DATE: 10/13/2015

POSITION #: 008167

I. JOB SUMMARY

Performs entry-level computer systems support work. Work involves providing customer support for agency information technology systems; and operating automated office equipment in a stand-alone, network, and mainframe environment. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in troubleshooting and solving computer-related problems; and provides operational assistance to agency staff in the implementation and utilization of data processing hardware and software.
- B. Assists in maintaining a technical help desk by preparing and dispatching call tickets; and maintains records of daily data communication transactions, problems, and remedial actions taken.
- C. Provides customer service and answers user inquiries regarding computer software, hardware operation, and the use and interface of systems and software applications.
- D. Maintains appropriate security controls over software.
- E. Maintains help desk procedure manuals.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning stand-alone desktop computer, network, or mainframe environment experience to include at least two of the following functions: installing, configuring, troubleshooting, repairing, or utilizing software applications and computer-related hardware

or

sixty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with six semester hours in Computer Science, Management Information Systems, or a related field

or

courses from a technical or trade school accredited by an organization recognized by the CHEA or by the USDE in a computer-related field may be substituted on a year-for-year basis.

3. Experience in Windows Operating Systems providing technical support and maintenance of Microsoft Office Suite or equivalent to include the use of word processing, spreadsheet, database, or presentation software programs preferred.
4. Experience in information technology or a computer-related help desk or computer-related customer service environment preferred.
5. Experience in supporting a Novell network preferred.

B. Knowledge and Skills

1. Knowledge of the practices, principles, and techniques of computer operations and applications.
2. Knowledge of a variety of computer application programs and their applicability to computer systems operations.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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4. Skill in troubleshooting problems with software and hardware.
5. Skill to implement data security controls.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill in problem-solving techniques.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to review technical data and prepare technical reports.
13. Skill in the electronic transmission of information.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, hand tools, diagnostic and electronic equipment, and automobile.