



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**CLASSIFICATION CODE/PAY GRADE:**

64181/48

**BARGAINING UNIT:**

ACE

**Minicomputer Technician**

**SERIES PURPOSE:** The purpose of the Minicomputer Technician occupation is to provide computer support services to users.

**CLASS CONCEPT:** The class works under direction and requires considerable knowledge of computer system operations/procedures in order to monitor and maintain computer control processing unit operations and to assist users resolve computer hardware and software problems.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Operates computer central processing unit and/or network system; loads software into computer, initializes system, and/or backs up system data to disks or tapes including physical removal, utilizes system utilities to perform system functions such as monitor data libraries, analyze system performance, troubleshoot and resolve hardware or software problems; contacts manufacturer representatives to resolve major system problems.

Tests new software or hardware for effectiveness and appropriateness to user needs; establishes and/or updates procedures for computer emulation access; installs hardware and/or peripheral computer equipment; repairs minor problems and/or ensures network access for microcomputers; researches computer system manuals and writes or compiles system documentation and user guides.

Provides technical computer assistance to users regarding software applications development and hardware use or repair; answers technical and non-technical questions from users; trains users in operation of computer terminals and use of software; attends computer-related training classes and attends meetings to discuss problems and/or future plans.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: computer operating systems and computer network systems.

Effective 04/26/2020

Skill in: operation of computer and peripheral equipment.

Ability to: interpret technical computer manuals; communicate verbally on technical and non-technical matters; gather, collate, and classify information about data, people, or things; move limbs/fingers easily to perform manual functions repeatedly.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High school diploma or GED; one year of experience in the operation of computer systems and equipment.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

**MEDIUM:** work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** Not applicable