

## Job Requirements

Job Title: Assistant to Computer Support Specialist  
Wage Category: ACSS I, II, III  
Department: IT  
Reporting to: Computer Support Specialist

1. Bachelor's Degree in Computer Science or similar required
2. Knowledge in MS Windows Server technologies – setup and administration required
3. Knowledge in MS Active Directory setup and administration required
4. Knowledge in MS Exchange Server setup and administration required
5. Knowledge in MS Hyper-V virtualization setup and administration required
6. Knowledge in MS Visual Studio and Python and jQuery required
7. Knowledge in SQL and PostgreSQL database platforms required
8. Knowledge in Linux and CentOS operating systems required
9. Knowledge in NginX web server required
10. Experience with commonly used Information Technology systems required
11. Detailed, analytical and troubleshooting skills required
12. Able to follow written/verbal instructions/specifications required
13. Willing to work “in-house” or from remote location required
14. Willing to perform job related tasks outside of normal working hours to ensure uninterrupted customer service required
  
15. Strong oral and written communication skills preferred
  
16. Organized, detail oriented, accurate, thorough
17. Reliable and responsible
18. Excellent attention to detail and multi-tasking ability
19. Proactive and able to make decisions
20. Work well under pressure, tight deadlines, and maintain composure in difficult situations
21. Work independently with minimal or no supervision
22. Ability to learn and articulate technical information and convey to non-technical people
23. Outgoing, enthusiastic and persuasive
24. Interested and knowledgeable in the latest and “cutting edge” developments regarding information technology
25. Passion for assisting others and problem-solving
26. Able to translate technical concepts into non-technical terms
  
27. Position: Full-time
28. Non-exempt
29. Working hours per week: 40
30. Hours gSource open: 7:30 am to 6:00 pm