



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: TECHNICAL ASSISTANT

DEFINITION: Under immediate supervision, performs entry-level technical duties and is in a learning capacity by assisting other staff perform operations, tests, repairs and maintenance of computer equipment, data communication equipment, cabling/wiring, etc.

EXAMPLES OF DUTIES:

- Assists in the operation, installation, repair, and maintenance of computer or communications equipment and software;
- Cleans, inspects and maintains equipment as directed by senior staff;
- Assists in the diagnoses of hardware and software configuration and installation problems;
- Collects and delivers equipment needed for projects;
- Follows directions provided by senior staff on projects;
- May track equipment inventory or update inventory logs;
- May operate basic testing equipment and diagnose malfunctions;
- May assemble basic electronic equipment;
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Two-year college degree or equivalent with major coursework in computer science or related field, **OR** completion of a certificate program or technical school in computer science or related field. Related technical experience in computers or telecommunications may be substituted for education on a year-for-year basis; A valid California Driver's License may be required; Solid problem solving capabilities; Ability to follow oral and written directions; Ability to safely lift up to 40 lbs.

HISTORY:

Established: 10/01/1999

Approval/Adoption Dates: 07/12/2000