



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Closing Date:  
 Starting Rate:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 3/1/2004;01/01/06  
 01/01/07*

JOB TITLE: Network System  
 Technician

DEPARTMENT: Finance  
 Information Systems

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$16.37 - \$24.61 / hour

GRADE: 20

Provides network troubleshooting and repair.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following:

- Installs, configures and maintains network. Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to the network. Recommends and schedules repairs. Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Configures routers and firewalls. Maintains anti-virus software.
- Installs and configures user workstations. Installs, maintains, upgrades and replaces hardware, software and peripherals. Supports and maintains user account information including rights and security.
- Provides end user support for both hardware and software issues.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required. Associate Degree (A.S.) in Information Systems, Data Processing, or a related field from an accredited college, university or vocational training institute with professional certification is preferred.
- Two years of job-related experience in installing, configuring and repairing servers, routers and network workstations in a Microsoft Windows 2000/XP/2003 environment.
- Ability to plan, formulate or execute approved policies and procedures.
- Ability to communicate effectively, verbally and in writing, with persons at all levels.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.