

<p>Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)</p>	<p style="text-align: center;"><b><u>SUFFOLK COUNTY</u></b> <b>DEPARTMENT OF CIVIL SERVICE</b></p> <p style="text-align: center;"><b>NEW POSITION DUTIES STATEMENT</b></p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this department.</p>
<p>1. District Wide Sachem Central School District, 51 School Street, Lake Ronkonkoma, NY 11779</p>	
<p>2. <b>DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>	
<p><b>PERCENT OF WORK TIME</b></p>	<p>School Communications Aide</p> <ul style="list-style-type: none"> <li>• Replaces toner and supplies for computer printers. Tests and updates computer hardware and software accordingly.</li> <li>• Runs diagnostics on defective or trouble shoots inoperable equipment.</li> <li>• Contacts appropriate district personnel and/or submits work "ticket" to have any major difficulties addressed by a separate technician in a timely or efficient manner.</li> <li>• Assists in performing minor preventive maintenance work and repairs.</li> <li>• Evaluates and prepares back-up copies on non copyright programs, tapes or DVDs. Oversees licensing rights for all copyright or licenses programs. Duplicates tapes, cassettes or CDs.</li> <li>• Acts as a liaison between user departments and separate support technicians; serves as the contact person for reporting of all hardware and software problems; follows-up until resolved.</li> <li>• Assists with the formatting and preparation of print, audio and visual material.</li> <li>• Arranges for delivery and return of equipment utilized in various presentations; assists with basic technical support and set-up.</li> <li>• Prepares and maintains a variety of records such as usage logs, software, supply, hardware/peripheral inventories.</li> <li>• Assists with minor technical support including trouble shooting for email or basic word processing or Microsoft Office difficulties.</li> <li>• Attends all departmental technology department meetings and training sessions.</li> <li>• Must demonstrate excellent organizational and time management skills. Must maintain accurate and complete records.</li> <li>• Assists in performing minor preventative maintenance work/repairs.</li> <li>• Must have ability to learn the operation of microcomputer and audiovisual equipment.</li> <li>• Must utilize applicable safety rules for handling electronic equipment.</li> <li>• Must be flexible and an effective communicator with the building principal, supervisors, District administrators, colleagues, District employees, students, and community members.</li> <li>• Must demonstrate excellent judgment and work independently without close supervision.</li> <li>• Must have the ability to problem solve and follow written and/or verbal direction.</li> <li>• Must have ability to work independently.</li> </ul>