

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Part-Time Technician

BOT Date: July 18, 2001

Level: 2

FLSA Status: NE

Class Code: Z0200

Adm. Rev.:

GENERAL DESCRIPTION

Assignments typically involve routine tasks that require some technical skills and knowledge.

Duties and tasks may include, but are not limited to, Key Responsibilities referenced below:

KEY RESPONSIBILITIES

% OF TIME

1. Clerical activities, such as recording/retrieval of data, file implementation and maintenance, office reception, operation of office equipment, arranging travel, and compiling reports.
2. Assist with direct mail or advertising/marketing projects.
3. Accounting/fiscal transactions to include bank reconciliation, posting accounts, or payroll preparation.
4. Estimate material costs and initiate purchase orders.
5. Assist students in employment and job placement matters; provide technical tutorial assistance, or assist in the supervision of low-skill games.
6. Conduct property inventory or cataloging; perform research, writing, editing, or analysis of information.
7. Patrol grounds, buildings and parking lots to maintain safety, or perform troubleshooting and preventive maintenance.
8. Performs other similar and related duties as required.

| | | |
|---|---|-----------------|
| <i>Class Title:</i> Part-Time Technician | <i>Class Code:</i> Z0200 | <i>Level:</i> 2 |
| KEY JOB REQUIREMENTS | | |
| <i>Education:</i> | Associate's Degree. May require appropriate licensure (Class D) or certification (C.P.R.) | |
| <i>Experience:</i> | Related technical experience. | |
| <i>Communications with Others:</i> | Good interpersonal skills. | |
| <i>Supervision of Others:</i> | Limited supervision of others. | |
| <i>Job-Related Knowledge:</i> | Tasks require some technical skills and knowledge to include office machines and computer skills, graphic techniques, drafting skills, installation and repair of locks, use hand tools and equipment, operation and maintenance of HVAC systems, or performance of minor repairs to telephone system. Ability to follow complex oral and written instructions, to plan and organize projects, or interpret specifications and blueprints. | |
| <i>Working Conditions/ Physical Effort:</i> | Work may be performed in administrative offices, buildings and grounds, computer centers, academic settings such as libraries, labs, test centers, mailrooms, switchboards, duplicating centers, boiler rooms, or athletic environments. | |
| | | |

