

Jurisdictional Class: Competitive; Non-Competitive in Schools  
Adopted: May 4, 1984  
Revised: December 19, 2017

**COMPUTER REPAIR TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for installing, maintaining, testing, and repairing a variety of computers and related electronic equipment. Work is performed with a considerable degree of technical independence. The incumbent is instructed only as to the nature and location of services needed. Work is reviewed by an administrative superior through reports of work completed. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Installs, repairs, and maintains computer equipment and related components;  
Operates diagnostic and testing equipment, both in the field and at a repair facility;  
May supervise workers performing less technical related repairs or ancillary equipment;  
Maintains a stock of commonly needed repair items and orders special parts as needed;  
Completes required forms and maintains a variety of records.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge in the field of computer technology and repair;  
Skill in the use and maintenance of necessary electrical and electro-mechanical tools and testing devices;  
Ability to perform required duties in the repair and maintenance of computers and ancillary equipment; Ability to read and interpret electrical schematics and blueprints;  
Ability to follow oral and written directions;  
Ability to maintain comprehensive records and to write concise and accurate reports.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Electrical Technology and/or a related applied field and one (1) year of experience in the repair and maintenance of computer systems; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the repair and maintenance of computer systems or computerized equipment; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.