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Title Personal Computer Support Technician

Department Information Technology

Work Location NSWC Crane & Contractor Site

Exempt Status (Y or N) N Position Status (FT/PT/Permanent/Temporary) FT

Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Valor Inc is an Equal Opportunity Employer and provides a Zero Tolerance Drug Free Workplace
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- To ensure the proper procedures are in place for provision of the daily safety and well being of the employees, customers and equipment.

Position purpose

The purpose of the Personal Computer Support Technician is to provide Information Technology support to Administrators and Organizational users for Computer, Network, and Electronic equipment. Position is for internal and external requirements.

Responsibilities/Duties/Functions/Tasks

Incumbent provides the following duties with minimal oversight:

- Provides Information Technology support in the development of system requirements, product, evaluation, system configuration support and technical documentation writing. Will work closely with Network Administrators, System Administration, Database Administrator and Program Developers to understand hardware and software requirements for current maintenance requirement and future system purchases.
- Provides support in the configuration and maintenance of desk tops and software installation. Provides support in the area of IA support ensuring that all necessary patches and upgrades have been properly installed and configured. Performs backup and recovery procedures to ensure data integrity. Areas of support include Windows based system. UNIX variants.
- Incumbent must have the ability to perform duties as assigned with little or no supervision or direction.

Qualifications

High School Diploma with minimum of at least 1-2 years of job-related experience;
Data Analysts/Logistics Information Assurance Certification: IAT 2

Special Position Requirements

Must possess the ability to obtain and maintain a US Department of Defense Security Clearance.
Position may require limited travel.

Preferences

BS College Degree (Information Technology)

Work Requirements

Most tasks are performed in office setting.