

**Alaska Court System
Class Specification**

ELECTRONICS TECHNICIAN I

Range: 14

EEO4: 03

SOC: 49-2011

Class Code: C0271

Definition:

Under direct supervision, the Electronics Technician I is responsible for the repair, maintenance, and installation of electronic recording equipment, computers, printers and related peripherals, phone systems and related equipment, alarm systems, video equipment, and other electronic equipment used by the Alaska Court System.

Distinguishing Characteristics:

The Electronics Technician I is the entry level of the Electronics Technician series. Incumbents work under the direct supervision of the Technical Support Supervisor or more experienced staff, and work is typically reviewed in progress.

Positions in this job class series may be flexibly-staffed. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Supervision Received: The Electronics Technician I receives direct supervision from the Technical Support Supervisor.

Supervision Exercised: Supervisory duties are not typically assigned.

Complexity of Tasks: Duties are complex and require a high degree of technical knowledge.

Independent Judgment: Tasks require independent judgment in installing and servicing all forms of electronic equipment for the Alaska Court System.

Examples of Duties:

Repair, maintain, and install electronic recording equipment for the Alaska Court System.

Repair, maintain, and install computer equipment as directed, and work with other court personnel to solve problems related to computer equipment.

Troubleshoot equipment problems over the phone, often with personnel who have little or no electronics experience.

Travel to field locations for repair, modification or installation of existing or new recording, sound, video, alarm systems and computer equipment. Train court personnel as directed in use of electronic recording, video, sound, alarm systems and computer equipment.

Act as liaison between court personnel, technical staff, or outside contractors when performing duties.

Maintain spare equipment inventory for replacement of defective units in the field. Ensure that minimum stock levels of electronic equipment are available for depot replacement of defective field units.

Maintain the spare parts inventory, level of usage reports, and replacement need reports. Ensure that adequate stock of spare parts is maintained at all times. Keep supervisor informed regarding stock levels of spare parts.

Perform daily archival of inventory computer system and update computer inventory for equipment locations and status.

Perform basic phone installations, moves and repairs. Work with local telephonic utility personnel on changes, installations, or modifications to the telephone systems for the Alaska Court System.

Perform other duties as directed or required.

Knowledge, Skills, Abilities:

An Electronics Technician I requires knowledge of:

- Operating principles of electronic equipment, computer equipment, tools, methods, materials and instruments used in installation, maintenance, repair and modification of electronic equipment;
- Common sources of trouble and low performance in equipment, systems and networks.
- Safety measures relating to electricity.

An Electronics Technician I requires skill in the:

- Maintenance, repair, construction, installation and modification of a variety of electronic equipment.
- Use of test instruments in making measurements on equipment as units, networks and systems in determining sources of trouble and low performance in electronic equipment, networks and systems.
- Installation and tuning of complex equipment.

An Electronics Technician I requires the ability to:

- Read and interpret drawings, symbols, plans, diagrams and written directions pertinent to electronic equipment as units, systems and networks.
- Work effectively with others and maintain cooperative public relations.
- Work at considerable heights and in inclement weather.

Minimum Qualifications:

Completion of an approved one-year classroom and laboratory program of training in electronic technology AND one year of full-time work experience in technical electronics which includes installation, maintenance, and repair work in at least three of the following areas of electronic technology: recording technology, security systems, video systems, computer systems, or telephone systems.

OR

Two years of full-time work experience in technical electronics which includes installation, maintenance, and repair work in at least three of the following areas of electronic technology: recording technology, security systems, video systems, computer systems, or telephone systems.

7/89 – Revised

11/06 – WPA

3/08 – Revised

12/10 – WPA spec revision; review and correct crosswalk codes

2/12 – Title change

5/13 – Revised; add flexible staffing criteria

3/15 – Revised MQs

5/15 – Change EEO4 Code