

**DISTINGUISHING CHARACTERISTICS OF WORK**

- This position is responsible for work in data processing and related activities in a Public Defender office.
- An employee in a position allocated to this class is responsible for work assignments involving electronic data processing equipment operations, programming, data entry and user support.
- Work is performed under the general supervision of a higher-level employee and is reviewed periodically for conformance with instructions and written procedures.

**JOB SPECIFIC DUTIES**

- Receive, unpack, inventory and label all equipment
- Install image of computer software
- Setup all equipment including computers, laptops, monitors, desktop printers, scanners, etc.
- Monitor help desk tickets and complete work as assigned
- Configure cell phones and Mifi devices for users within location(s)
- Coordinate with county IT to create, manage and terminate user accounts
- Create and maintain VPN/Remote access accounts
- Assist with discovery media including burning CDs and uploading electronic document equipment
- Install all standing desks and handle desk moves
- Keep all equipment secure and track within auditing system
- Assist with hardware refresh cycles within installation and tracking of equipment
- Ensure shared printers are functional and full of paper
- Distribute and install toner for individual printers
- Assemble and organize material for data input and retrieval
- Perform periodic backup of system and user data, maintenance of storage media and other operational duties as assigned
- Perform preventive maintenance, cleaning, setup, removal, and transportation of service of peripheral devices
- Enter organize and maintain word processing documents and provide assistance to word processing and other system users
- Set up queries, produce reports and interpret results for formats
- Input procedure statements, program code and screen formats

- Prepare program designs and diagrams using flow charts, pseudo code and similar techniques
- Code, modify, test and document programs

**NOTE:** These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### SKILLS

- Experience with Active Directory Users and Groups
- Strong attention to detail and organizational skills
- Experience with Microsoft Visio, Word, Excel, Teams
- Ability to lift up to 50lbs

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and three years of experience in operating electronic data processing equipment, including familiarity with computer systems operation, computer languages, and software utilization, or graduation from a two-year college or trade school
- with data processing related course work and one year of experience, or an equivalent combination of training and experience.
- An equivalent diploma issued by a state department of education may be substituted for high school graduation.

If you are a retiree of the Florida Retirement System (FRS), please check with the FRS at 1-844-377-1888 on how your current benefits may be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended, or deemed ineligible depending upon the date of your retirement.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

## **Benefits**

- Florida Retirement System benefits
- Life Insurance Coverage
- Comprehensive Medical and Prescription Drug Coverage
- Preventive Care Benefits and Wellness Program
- College Tuition Reimbursement
- Annual Leave and Sick Leave
- Paid Holidays
- To learn more about the eligible employee benefits available, please visit:  
[www.mybenefits.myflorida.com](http://www.mybenefits.myflorida.com)

## **To Apply**

Send Resume and Cover Letter to: [Apply@flpd6.gov](mailto:Apply@flpd6.gov)