

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Student Intern</b>		WORKING TITLE <b>Information Technology Intern</b>	
UNIT/DISTRICT/LOCATION <b>SUTD – Riverside District Office</b>		POSITION NUMBER <b>290-053-1470-XXX</b>	
SEERA DESIGNATION <b>Intern</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>2</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED <b>No</b>	

### Job Requirements

#### Knowledge of:

- Windows XP Operating System
- Personal computers and Microsoft products (Access, Outlook, Excel, PowerPoint)
- Information processing and technology applications
- PC hardware and equipment
- Evolving industry trends and standards

#### Ability to:

- Meet deadlines while handling a variety of projects with varying time frames
- Work courteously with all levels of staff
- Communicate effectively
- Adjust to changing assignments and priorities
- Effectively utilize a variety of resources to determine appropriate solution
- Help train and assist end users in the use of personal computer hardware and software
- Use a personal computer with mouse and keyboard, meet with staff, use the telephone, review and read work-related materials

#### Desirable Qualifications

- Extensive knowledge of Microsoft Access and/or SQL
- Knowledge of Visual Basic

### Statement of Position

Under the supervision of the District Administrator, the Student Intern will assist district LAN coordinators with desktop PCs, laptops, and systems for the district including branch office and for future additions and enhancements.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

<b>PERCENTAGE OF TIME SPENT</b>	<b>DUTIES</b>
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#### Essential Job Functions

50%

#### ***Student Computer Intern***

Serves as Department Student Intern providing hardware and software user support in the Windows/PC/LAN environment using standard application software packages for word processing, spreadsheet analysis, and database applications; help provide support for the district's remote access operations, district field audit laptop PCs, and desktop PCs including those used by the Automated Compliance Management System (ACMS) and troubleshoots connectivity problems. Assist with the SUTD Compliance and Technology Section and the Technology Services Division (TSD) for the installation and testing of LAN system hardware and operating system upgrades when needed.

Assist with installs and tests application software programs. Prepares computer equipment for distribution. Installs and relocates personal computers and printers as needed. Coordinates resolution of hardware warranty issues.

Assist in maintain telecommunications in including phone and data lines, relocation and cell phone assignments and control.

45%

Help LAN Coordinators train and assist end-users on the use of hardware (LAN, desktop PC's, laptops, printers, etc.) and software.

5%

Other job related duties as required.

Please email your resume to [lou.bender@boe.ca.gov](mailto:lou.bender@boe.ca.gov)

Or US mail to:

**Mrs. Lou Bender  
Board of Equalization  
450 N Street, MIC 15  
Sacramento, CA 95814**