

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  20081	FLSA	<input checked="" type="checkbox"/>	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSR - Resources Los Angeles AFB, CA
			EXEMPT	
3. POSITION TITLE COMPUTER ASSISTANT		4. CLASSIFICATION NF-0335-03		5. CLASSIFIED BY 61 FSS/FSMH
6. DATE Updated 08 Oct 2013				

**DUTIES AND RESPONSIBILITIES**

Performs initial setup and routine maintenance on computer equipment assigned to the 61<sup>st</sup> Force Support Squadron. Applies a wide range of computer techniques, requirements, sources and procedures, and principles to identify system failures and takes corrective actions to resume normal operations. Serves as liaison with the installation Help Desk. Incumbent must possess thorough knowledge of DoD automated data processing and networking standards, policies and techniques including Information Systems Security (INFOSEC) ensuring organizational operations are in compliance; computer hardware and software systems and their interfaces; data content and output options for a variety of administrative, scientific and/or technical program applications that are processed on any of several multi-program operation systems. Maintains computer network related to the NAF-T infrastructure. Performs routine inventories, establishes and maintains official documentation to keep track of computer supplies/equipment. Skill in troubleshooting and resolving problems with information systems equipment located in the organization to include: servers, system files servers, minicomputers, microcomputers, scanners, laserjet printers, color printers, modems, terminals, Cisco routers, magnetic media and switches. Must possess skill in diagnosing and resolving problems with telecommunications, Local Area Network (LAN), and Wide Area Network systems to carry out assignments. May be asked to consult on equipment and software changes. Works with several different kinds of servers, applications, and databases such as: Desktop Deposit, Fitness Center Systems (Aphelion Manager/KOKO), Services Employee Time System (SETS), Defense Lodging System, Restaurant Point-of-Sale Solutions (ALOHA), and Recreation Tracking System . Must be able to obtain Secret clearance to perform computer/network related duties. Performs other duties as assigned.

**QUALIFICATIONS**

Knowledge of the basic fundamental capabilities and limitations of a variety of computers, computer network systems, and programs; as well as computer-related software and hardware in order to test, install, upgrade, configure, diagnose, and maintain proper functionality; Personal Computer (PC) equipment, internal computer processes, application and utility programs; basic knowledge of network security, network environment, standard operating system service and support, and sharing and securing network resources. Basic knowledge of LAN/WAN technologies, components, topologies, and techniques in order to effectively deal with the local communications unit in reporting problems with the LAN. Subject to satisfactory completion of an Access National Agency Check with written Inquiries (ANACI).


**PERFORMANCE STANDARDS**

Must be able to appropriately and safely perform the duties listed above. Must be courteous and exercise tact and diplomacy in dealing with customers and 61 FSS staff. Ensures supervisor is informed of all projects and any information that may affect information technologies within the 61 FSS. Must display ability to communicate effectively, both orally and in writing.

**TRAINING**

All formal and informal training as deemed necessary by management. May include OJT, TDY, video/telephone conferences, and correspondence courses.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR   61 FSS/FSR Supervisory Accounting Technician	DATE 27 Mar 17
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