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# Example of Information Technician Job Description

Our growing company is hiring for an information technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for information technician

* Troubleshooting network problems and performing fault isolation
* Maintaining network security
* Maintaining documentation of actions taken
* Performing upgrades as assigned by the Government, including developing, testing, evaluating, and installing software and hardware
* Performing recurring scheduled maintenance
* Performing unscheduled maintenance to quickly isolate and resolve system defects
* Tracking the availability of delivery system upgrades and verifying their proper function in a laboratory environment prior to live deployment
* Document and maintain documentation of support efforts and actions and resolutions on-going
* Support routine maintenance and upgrades to the GFO SharePoint site
* Provide expertise and labor to support and maintain the computer network and all electronic systems at the BGCAPP GFO to meet PEO ACWA and DoD regulations and directives

## Qualifications for information technician

* Ability to accommodate flexible hours, including occasional over-time and Saturday work during busy season
* Capability to travel to other offices to provide onsite support and/or participate in project work when required
* Must have successfully completed U.S. Navy or USCG IT system/equipment “A” and/or “C” school
* Minimum of five (5) years actual hands-on experience in operation and/or maintenance of Navy surface information systems and/or electronic systems and associated equipment
* Must possess a thorough knowledge of technical publications related to Navy surface ship information systems and/or electronic systems
* Must know theory of electrical and electronic principles