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# Example of Tech-Level Job Description

Our growing company is hiring for a tech-level. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for tech-level

* Prepares and processes paperwork for manual and canceled checks as needed
* Reviews data on the SEMS substitute tracking system before export into Lawson
* Calculates and inputs employee payroll deductions for union dues, United Way, and clothing allowance
* Sorts and routes payroll checks and APD’s for distribution to schools and administrative locations
* Research and obtain information for Wage Verifications requested by Financial Institutions, Social Security, Human Services and others
* Works closely with Human Resources, Employee Benefits, Substitute Services, Categorical Programs, Budget Office, Accounting, Athletics, Extended Learning, Food Services and the Unions to process and record payrolls in a timely and accurate manner and to resolve problems as they occur
* Scans timesheets to CD’s for permanent storage
* Maintain all necessary files as needed
* Inputs exception leave from Bi-weekly Absence Sheets into Lawson
* Processes mileage reimbursement for district employees

## Qualifications for tech-level

* Excellent attention to detail and follow up pertaining to projects, maintenance and equipment to maximize operational production and efficiency
* Ability to troubleshoot to component level when necessary
* Wire bonding, wedge bonding, die bonding, and SMT soldering skills a plus
* Ability to troubleshoot to a component level, verify, and adjust assemblies
* Knowledge and experience repairing RF and Microwave signal generators, spectrum analyzers, and network analyzers prefered
* Responsible for test, repair, and calibration duties