



# Example of Computer Analyst Job Description

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Our growing company is looking for a computer analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for computer analyst

- Tasks may include analysis, identification, and isolation of problems based upon comments and complaints from the customer
- Create and manage access accounts
- Deploy software applications and software vulnerability patches via software deployment tools, SCCM (System Center Configuration Manager) and WSUS (Windows Server Update Services)
- Create and maintain Standard Operating Instructions (SOIs)
- Desktop workstation support and integration in Development and Avionics Lab environments
- Desktop systems administration of multiple operating systems including Windows, Linux, and Unix
- Apply hardening configurations in conformance with JSIG v4 security STIGs to workstations and providing support for OS patching
- Recommending and implementing appropriate configurations to improve performance
- Determining root cause analysis of systems failures or to correct deficiencies in operations
- Determine appropriate course of action to provide, improve or restore systems' functionality, and recommend/request procurement of hardware and/or software solutions when necessary

## Qualifications for computer analyst

- Adhering to NGC corporate policies, initiatives, and directives adhering to all

- Have demonstrated ability to produce forensically sound images of digital media, , SATA, IDE, flash drives using imaging software, such as FTK imager or other command line tools and both internal and external write block hardware
- Monitor Final Integration Test (FIT) execution at the IRS's Memphis Computing Center
- Ensure inputs are correct in the Production Control Interface (PCI) tool
- Support FIT planning activities
- Participate in FIT Operations and Status Meetings