



# Example of Field Service Analyst Job Description

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Our innovative and growing company is hiring for a field service analyst. 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 field service analyst

- Proficient in installing, configuring, repairing, and troubleshooting networks, Windows Operating System, Microsoft Office, CPOF Repository, CPOF Data Bridge, and CPOF Mid Tier
- Required to install, configure, repair and trouble shoot, and must possess a working knowledge in installing, configuring, repairing, and troubleshooting, Enterprise Services including Microsoft SQL Server, Microsoft Exchange Server, Virtual Servers, Microsoft Windows Server, and SharePoint Server), IAW the TMC Battlefield Command and Control Servers (BCCS) documentation
- Provide administration of the servers at Division and Corps level and support to Brigade (BDE) and below level
- Provide technical support to internal and external users
- Provides adhoc support to tenant POR server administrators
- Support the capacity planning and allocation of field resources
- Install JADOCS software and configure system for operation
- Provide system administration
- Prepare and submit periodic reports, travel requests, trip reports, and After Action Reports as required
- Backup JADOCS data

## Qualifications for field service analyst

- Minimum of 3 years functional experience required
- Possession of a SECRET security clearance is required to begin employment
- Minimum of 3 years JADOCS functional experience required
- Minimum of 3 year functional experience required
- Candidate will be able to perform routine system maintenance/computer system administrative functions