



Example of PC Tech Job Description

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Our growing company is searching for experienced candidates for the position of PC tech. 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 PC tech

- Configure routing devices and protocols such as BGP, EIGRP, etc
- Analyze and take appropriate action to isolate network faults and take corrective action in an expeditious and timely manner
- Provide guidance to departments, divisions, elected officials, and municipalities in complying with network procedures
- Provide hardware/software and O&M support for Enterprise Energy Data Reporting System (EEDRS) servers
- Closes out all trouble tickets assigned and follows up to ensure user satisfaction
- Performs initial in-depth diagnostic and maintenance actions on PC systems, including research into projected PC requirements
- Tertiary phone support of incoming service calls providing backup when needed and as assigned
- Serve as point of contact facilitating Incident Management process
- Provide technical support for the physical/virtual server infrastructure
- Operate incident, change, and problem management ticketing systems, including operating system security & patch management

Qualifications for PC tech

- MCP certification preferred upon hire and required after 6 months
- Ability to obtain and maintain a government security clearanceBachelor

- Contributes well in a team environment
- Excellent work ethics (documented)
- Bachelor degree in Computer Science, Engineering or related field preferred