



STEVEN M. FULOP  
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA  
DIRECTOR

**Senior Computer Service Technician**

**Department:** Administration

**Division:** Information Technology

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Union Full-Time/Part-Time/Seasonal: Full Time

**Workweek:** 37.5 hours per week.

**Salary:** \$55,000 - \$62,000

The City of Jersey City is looking for a Senior Computer Service Technician to support the Division of Information Technology. The successful candidate will be responsible for the repairs, services, and maintenance of computer system equipment and related peripheral devices.

**Job Duties:**

- Completes paperwork and assists with the maintenance of inventory and disposal of equipment as required.
- Assists with installation and maintenance of computer wiring and equipment in locations throughout the City.
- Diagnoses, troubleshoots, and repairs microprocessor systems, related peripheral devices, and telecommunications hardware including digital controllers.
- Diagnoses, troubleshoots, and repairs telecommunications hardware attached to computers and/or computer-based systems including communication controllers, circuit and board components, printers, modems, cables, terminals, connectors, and disk drives.
- Diagnoses, troubleshoots, and effects repairs on all personal computers and communications and peripheral equipment including memory boards, disk controllers, monitors, personal computer tape devices, hard disks, power supplies, electronic switches, modems, digital controllers, terminals, printers, cables, and connectors.
- Assembles and/or configures and tests microprocessors, computers, and/or computer-based systems according to the user and/or application requirements, and tests before their release to field locations for installation.
- Repairs computers and peripheral equipment, following schematics, diagrams, and handbook instructions.
- Inserts test programs and data in the computer, and monitors processing, comparing system performance and output to predetermined standards to analyze the cause of machine error or stoppage.
- Operates or observes computer and peripheral equipment during system and trouble localization tests to locate defective circuits and isolate faulty units.
- Tests suspect circuits, modules, and components using instruments to diagnose defects.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



STEVEN M. FULOP  
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA  
DIRECTOR

- Performs preventive maintenance duties such as cleaning unit, mass replacing of electronic components, and testing circuitry by simulating extreme operating conditions to locate and replace marginal.
- Checks new devices and/or systems for compliance with controller specifications.
- Performs other duties as assigned.

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**Required Educational Background:** An Associate's degree in Computer Science, Information Technology, or a related field preferred.

**Required Experience:** Three (3) years of experience in the maintenance and/or repair of an electronic computer, diagnoses of hardware/software problems and electronic equipment installations or, problem identification, repair, and resolution of telecommunications hardware/software malfunctions. One (1) year of supervisory experience in the IT field.

**Required License:** Appointees may be required to possess a driver's license valid in New Jersey.

**Essential Skills:**

- Knowledge of data/voice telecommunications protocols and associated wiring.
- Knowledge of CompTIA+, CompTIA, CompTIA Network+, MCP CCNA.
- Knowledge of manufacturers' diagnostic programs used to isolate and repair malfunctions in computers and computer components.
- Knowledge of the installation methods and techniques used to fabricate and install computers, computer components, voice systems, and peripheral equipment.
- Knowledge of cable fabrication techniques.
- Ability to effectively interact with system users and vendors.
- Ability to read electrical/building/construction blueprints to make recommendations concerning the placement of conduits and/or communications cable installations.
- Ability to read and analyze complex schematic diagrams and logic diagrams.
- Ability to learn the use of a protocol analyzer for diagnosing data communications errors as required.

**To apply for this job with the City of Jersey City, please fill out our Employment Application.**

**Please note that this role is subject to the residency requirements set forth by the NJ First Act.**

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.