



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Computer Applications Specialist		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	8		
HOURS PER WEEK:	40		
MONTHS PER YEAR:	12		
REPORTS TO:	Information Services Technology Supervisor or Designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

X
X
X
X
X
X
X
X
X
X
X
X
X
X
X

TYPICAL DUTIES

Essential Functions:

- Essential Function 1
- Essential Function 2
- Essential Function 3

Marginal Functions:

- Marginal Function 1
- Marginal Function 2
- Marginal Function 3

POSITION DESCRIPTION

POSITION TITLE:

EMPLOYMENT STANDARDS

Knowledge of:

- Knowledge Requirement 1
- Knowledge Requirement 2
- Knowledge Requirement 3

Ability to:

- Ability 1
- Ability 2
- Ability 3

QUALIFICATIONS

Education Required:

- Ed Requirement 1
- Ed Requirement 2

Experience Required:

- Exp Requirement 1
- Exp Requirement 2

Other Required or Preferred Qualifications:

- Other Desired Ed/Exp 1
- Other Desired Ed/Exp 2

APPROVALS

Date Created/Revised:

Cabinet Reviewed:

Board Approved:

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)