

**CLINICAL COMPUTER LAB ASSISTANT**

**Definition:**

Provide support to adult education staff in using computer applications to complete training objectives, plans, data collection sheets, progress reports, and graphic training material.

**Distinguishing Characteristics:**

This position is assigned to the SCOE/SDC Clinical Computer Lab. The position requires basic skills in use of computer systems and aptitude for quickly learning computer applications. Computer training will be provided by Adult Ed and SDC staff with expertise in the applications to be used in the lab.

**Supervision Exercised and Received:**

Day-to-day supervision is provided by the Adult Education Administrative Secretary at Sonoma Developmental Center. The Assistant Program Director will oversee the entire Computer Lab Program.

**Examples of Duties and Responsibilities:**

Duties and responsibilities may include, but are not limited to, the following:

- Assist or train Adult Education Instructions in the following:
  - Completing skill-training objectives and plans for students on computer database
  - Completing data collection sheets for each training objective
  - Completing progress evaluations in computer database
  - Using CD ROM to access training material or graphics
  - Creating training plans illustrated with computerized training graphics
  - Computerizing camcorder videos and editing
  - Scanning pictures and graphic material for client training
  - Use of Digital Camera
  - Using the color printer
- The Lab Assistant will also be responsible for the following:
  - Backing up the lab computer systems daily
  - Maintaining equipment in the lab
  - Obtaining supplies and software/hardware updates as needed
  - Scheduling for access to computers in the lab
  - Maintaining records and files
  - Answering phones
  - Maintaining an orderly work environment

**Employment Standards:**

Knowledge of:

- Basic computer systems;
- Writing skill training objectives and plans;
- Standard office machines including computers;
- Standard English usage, spelling, grammar and punctuation;
- Basic office methods, practices and procedures.

Ability to:

- Train staff in basic computer skills and specific computer applications;
- Respond promptly to requests of internal and external clients;
- Communicate effectively in both oral and written forms;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines;
- Establish and maintain good working relationships with SCOE and SDC staff;

- Learn additional software applications;

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Requires experience with Macintosh computers.
- Highly desirable to have experience with the responsibilities of adult education staff at Sonoma Developmental Center.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.