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# Smackover-Norphlet School District

112 East 8<sup>th</sup> Street \* Smackover, AR 71762 \* 870-725-3132  
smackover.net \* thebuckaroblog.wordpress.com

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## Desktop Technician Job Description

**Title:** Desktop Technician  
**Wage/Hour Status:** Non-exempt  
**Reports to:** Technology Director

## Desktop Technician Job Responsibilities

- Update and maintain the district website
- Provide service and support with Windows 10 Desktop applications
- Provide service and support with printers, document cameras, and projectors
- Respond appropriately and efficiently to tasks in the help desk
- Provide service and support with Microsoft Office and Google Apps
- Effectively utilize and maintain the sound equipment in the auditoriums
- Work with other personnel to install and update cables
- Image computers
- Provide minor repairs for technology devices
- Complete warranty submission
- Provide limited training for personnel
- Other duties as assigned