**Job Title:** Information Systems Specialist Assistant

**Section:** Information Systems Services

**Reports To:** Information Systems Specialist

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to assist the Information Systems Specialist with the SSA and HCF information systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Assist the Information Systems Specialist to ensure that the Social Security Administration and Healthcare Fund Information and Communications Systems are properly maintained and protected with all the necessary checks and controls.
* Assist in ensuring that the computer skills of the SSA and HCF staff are at the appropriate levels.
* Assist in ensuring that each section understands the Social Security System and Healthcare Fund System and their respective “screens”.
* Assist in syncing data between Healthcare Fund System and Social Security Administration system.
* Assist in programming and/or preparing reports to various requestors both within and outside the Social Security Administration and Healthcare Fund.
* Assist in maintaining all office computer software and hardware, printers, and other office equipment in Social Security Administration and Healthcare Fund offices.
* Assist in maintaining and updating the SSA website.
* Perform other tasks as assigned by the Information Systems Manager or the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

No.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have a four-year degree in computer science or a certificate of completion from a recognized training institution and at least two years of hands-on experience. Must have experience and knowledge of PC networking, troubleshooting computer hardware, as well as dealing with computer diagnostics. Knowledge in Fox Pro for Windows or Visual FoxPro is a plus. Must also have extensive knowledge in the MS Windows operating system and MS Office Applications software.

**LANGUAGE SKILLS**

Must have excellent technical writing skills with a recent experience in writing formal procedures in English. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.