

# Server Support Officer



**Health**  
South Western Sydney  
Local Health District

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## What is a Server Support Officer

A Server Support Officer is a person who monitors and maintains the PC Servers and their Operating System software to ensure the network is performing at an optimum level. A Server Support officer is also responsible for monitoring and maintaining the corporate messaging system (email), virus protection, backup and recovery.

## Roles of a Server Support Officer?

- Provided support for PC Server hardware
- Provided support for PC Server Operating System software
- Maintain and support email system
- Ensure the security of both data and the network
- Maintain technical documentation regarding the PC Server environment

## Career Opportunities

- Server Support Officers are graded according to experience
- Supervisor

## Qualifications required

- Extensive PC network management experience
- Experience in maintaining email systems
- Server installation and maintenance experience
- Relevant certification ( including Vendor) or academic qualifications viewed favourably

## Supervision provided

A comprehensive orientation program is provided for all new staff members with ongoing support.

## What sort of person should I be?

- Self-motivated
- Logical thinker
- Keen to pursue a career in computer/network support
- Patient and persevering
- People person

## Personal Skills required of a Server Support Officer

- Good Listener
- Good communicator
- Team player