

<b>Job Title:</b>	<b>Computer Support Specialist</b>	<b>Job Category:</b>	Systems
<b>Job Code:</b>	2010-010-10-008	<b>Location:</b>	World Wide
<b>Level:</b>	Entry-level	<b>Salary Range:</b>	Negotiable
<b>Travel Required:</b>	Occasional	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Shirley Braswell	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open & On-Going
<b>Applications Accepted By:</b>			
<b>Email or Fax</b> braswelsrl@bellsouth.net Subject Line: <b>Attention:</b> HR Department RE: Job Code # and Title		<b>Mail:</b> Top Performance Enterprise Post Office Box 10366 Warner Robins, GA 31095	
<b>Job Description</b>			
<p><b>Requirements:</b> Must be a U.S. Citizen Possession of a valid driver's license issued by the state of Georgia. Ability to pass a drug screen Ability to pass a background check Education/Experience: At least 6 months experience in the field or IT Support. Knowledge of commonly-used concepts, practices, and procedures within the IT field.</p> <p><b>Duties:</b> The Newcomers Processing (NCP) program administers initial training &amp; briefings for new Civilian Government Employees at Robins AFB. The course consists of knowledge-based briefings structured to provide information that will help employees understand the Air Force mission, Core Values, owning command mission, functions of their units, conditions and requirements for employment and to acquire positive motivation at the outset. Scope of instruction includes briefings presented by the individual organizations to ensure new employees receive the latest information required by Air Force Instructions, AFMC Instructions and local procedures. As IT Support for NCP, duties include assisting the NCP Instructor and students access websites, email setup and support, troubleshooting website access issues, printer setup and maintenance and activating (LEAP) new Common Access Cards (CAC). Provide support to end users as needed; respond to end-user requests for support; and support staff and students with escalated customer hardware and software related issues.</p> <p><b>Clearance:</b> A secret clearance is required for this position</p>			
<b>Reviewed By:</b>	Levi Braswell, Chief Operating Officer	<b>Date:</b>	18 August 2010
<b>Approved By:</b>	Shirley Braswell, Chief Executive Officer	<b>Date:</b>	20 August 2010
<b>Last Updated By:</b>		<b>Date/Time:</b>	