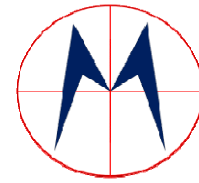


MORTON MANUFACTURING

"Quality Aerospace Fasteners"



JOB DESCRIPTION

Job Title: IT Assistant	Reports to: IT Manager
Department: IT	FLSA: Hourly
Approved by: Human Resources	

Position Overview

Primary focus may be in the areas of computer operations, user and desktop support (hardware and software), helpdesk, and data management. Performs a variety of moderately complex information technology support duties to ensure smooth delivery of technology services. Monitors, operates, or coordinates and assists others in the operation of computer hardware, software and diagnostic tools to perform a broad range of customer service assistance, production job, processing, equipment maintenance and repair and computer operations assignments.

Essential Job Functions and Responsibilities

- Provides assistance in the use of personal computer hardware, software and specialized mainframe technology or operates a multi-platform computer environment or monitors the production scheduling, execution, and successful completion of production jobs;
- Sets up and configures desktop computers, peripherals and accounts assigning security level
- Installs software and installs and repairs hardware and peripherals
- Tests programs
- Troubleshoots, diagnoses problems, implements corrective action procedures within prescribed guidelines and/or escalates to other technical resources as appropriate
- Maintains systems, databases and web pages
- Administers user accounts
- Design and produces basic reports
- Sets up and submits production jobs and edits and debugs computer output
- Transfers computer files between platforms

Scope

- **This position reports to IT Manager and does not have any direct report**

Requirements / Qualifications

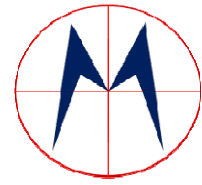
- Must be 18 years of age or older
- High School Diploma / GED or equivalent with data processing training, computer operations training, or experience in a multi-operation system or production control environment preferred

Preferred Qualifications

- Two or more years of related experience with computers. May require the knowledge of a variety of hardware as well as software, programming languages and operation systems.

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Physical Requirements

- Regularly spend long hours sitting and using office equipment and computers
- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand, and power tools, and to handle other computer components
- Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals

Work Environment

- Typically office environment, very frequently using a computer display and keyboard.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

ADA Statement

The Company is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation should contact the Human Resources Department

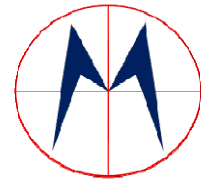
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Company to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.

The Company's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.

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The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by employees in this position. Employees are expected to be flexible and responsive to changes in the scope of their duties. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company. All employees are expected to be familiar with and adhere to Morton Manufacturing Personnel Policies & Procedures.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledged and Received:

Printed Name

Date

Employee Signature