

IT Specialist Job Duties Confirmation Form

Employee Name

Employee ID

Department

Position

Supervisor Name

Job Duties

Duty Description	Confirmed	Comments
Provide technical support to end-users	<input type="checkbox"/>	<input type="text"/>
Install, configure, and maintain hardware/software	<input type="checkbox"/>	<input type="text"/>
Monitor and troubleshoot network systems	<input type="checkbox"/>	<input type="text"/>
Maintain security policies and protocols	<input type="checkbox"/>	<input type="text"/>
Document technical issues and resolutions	<input type="checkbox"/>	<input type="text"/>

Additional Duties

Employee Signature

Date

Supervisor Signature