

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

*** A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**

OPEN COMPETITIVE EXAMINATION
FOR
NO. 22-963 MICRO-COMPUTER REPAIR TECHNICIAN

VACANCIES: At present, one vacancy exists with **Indian River Central School**
This list may be used to fill future vacancies as they occur in other jurisdictions.

SALARY: \$20.50 - \$22.96/hr. (Indian River Central School)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

LAST FILING DATE: September 15, 2023

EXAMINATION DATE: October 1 – midnight October 31, 2023

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the test.

Graduation from high school or possession of a high school equivalency diploma and one year of experience in the repair and maintenance of micro-computers or other electronic equipment.

NOTE: Study in a regionally accredited college, university, or technical institute in electronic, micro-computer, or electrical technology may be substituted for the experience stated above.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant

EXAMPLES OF WORK: (illustrative only)

Repairs, adjusts, maintains, and cleans micro-computer equipment;
Troubleshoots, tests, and repairs micro-computers, disc drivers, printers, monitors, and other related equipment;
Analyzes and repairs electronic defects;
May demonstrate and instruct students and teachers in the use of computer equipment and peripherals;
Performs field repairs to micro-computers and peripheral equipment;
Provides telephone support for micro-computer problems;
Maintains an inventory of repair and computer-related equipment;
Keeps records and makes reports.

SCOPE OF EXAMINATION:

Rated Evaluation of Training and Experience: (Ranking Test)

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. **You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information.** The information you provide about your experience will be rated against the following areas:

Help Desk

Computer Programming

Network Administration

Business/Systems Analysis

Microcomputer Repair

User Support

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 8-16-23