Valerie M. Nugent
Director of Human Resources

*A NON-REFUNDABLE APPLICATION FEE OF $15 MUST ACCOMPANY YOUR APPLICATION
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 61342-010 SYSTEM ADMINISTRATOR

VACANCIES: At present, one vacancy exist with the Jefferson County Information Technology Department

SALARY: $32.72 - $41.84/HR.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: **October 18, 2024**

EXAMINATION DATE: **December 7, 2024**

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 written test:

NOTE: CANDIDATES WHO WILL OBTAIN THE MINIMUM EDUCATION REQUIREMENTS WITHIN 12 MONTHS OF THE DATE OF THE WRITTEN EXAMINATION SHALL BE PERMITTED TO SIT FOR THE EXAMINATION.

A)   Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field; or

B)   Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in computer science, computer technology, data processing, or management information systems, and two years of experience involving the installation of micro-computer hardware and software and configuration and administration of local and wide-area networks;

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION

C)   An equivalent combination of training and experience as defined by the limits of A) and B) above.

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

<u>EXAMPLES OF WORK</u>: (illustrative only)

Plans, develops, and implements procedures for the installation and maintenance of PCs, network software, printers, and other LAN/WAN related equipment;

Performs server administration tasks, including user/group administration, security permissions, and group policies;

Research event log warnings and errors and resource monitoring;

Controls user access to files;

Administers the operation and maintenance of Local Area Network (LAN) and Wide Area Network (WAN);

Monitoring local and wide area networks for threats and or errors by using the latest security protocols;

Assist in building, testing, and maintaining new servers;

Performs routine, scheduled audits of all systems including backups;

Troubleshoots hardware and software malfunctions;

Maintains the database and documentation of all network equipment and software.

<u>SCOPE OF EXAMINATION</u>: **Written test will cover knowledge, skills, and/or abilities in such areas as:**

Data processing concepts and terminology
These questions are designed to test for knowledge of computer characteristics and operations that is relevant for computer programming and analysis. They may cover, but not necessarily be confined to, basic terminology of data processing, data entry, data access, and data communications; basic characteristics of storage media and data bases; types of data processing (e.g., time-sharing), the functions of operating systems, and hierarchies of computer memory.

Principles and practices of LAN administration
These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.

Principles of networked communications
These questions test for basic concepts and terminology of data communications. They cover such subjects as data communications, types of networks, modems, security, protocols, topologies, transmission media, wiring, installation and troubleshooting. The questions are general in scope and are not specific to any vendor or system.

Systems analysis and design
These questions test for techniques and concepts of computer systems analysis and design. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:https://www.cs.ny.gov/testing/testguides.cfm.

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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*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.

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