

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

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

OPEN COMPETITIVE EXAMINATION
FOR
NO. 24642-020 NETWORK ADMINISTRATOR

VACANCIES: At present, one vacancy exists with Indian River Central School.

This list may be used to fill vacancies as they occur within the Jefferson County Civil Service Division. (County Departments, Towns, Schools, Villages, Special Districts and Jefferson Community College)

SALARY: \$29.00 - \$34.00/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 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 11, 2026

EXAMINATION DATE: October 1 – midnight October 31, 2026

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. Either:

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 and two years of experience involving the installation of micro-computer hardware and software and configuration and administration of local and wide-area networks; 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 four years experience as defined in A) above; or

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: 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.

EXAMPLES OF WORK: (illustrative only)

Administers microcomputer networks and coordinates computer network scheduling;
Coordinates installation of computer operating system software and tests, maintains, and modifies software, such as task scheduling, memory management, computer file system, or controlling computer input and output;
Analyzes and takes corrective action of computer and data communications hardware and software network problems;
Diagnoses and solves system hardware, software, and operator problems;
Researches, tests, evaluates, and recommends data communications hardware and software;
Configures district work stations and network servers;
Demonstrates and trains users in the operation of computer hardware and software;
Coordinates and conducts computer workshops for users to provide up-to-date information and support;
Plans and implements recommendations for system upgrades;
Analyzes computer processing requirement to plan a system that will provide capabilities required for projected work loads;
Changes system software to meet program objectives;
Plans, analyzes and writes proposal to help improve work flow including cost estimate for systems;
Plans, coordinates, and implements security measures to safeguard information in computer files against accidental or unauthorized modifications, destruction, or disclosure;
Assigns computer access passwords to employees;
Installs hardware and peripheral components, loads software packages, such as operating systems, word processing, or spreadsheet program into computer;
Enters code, analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements;
Develops and monitors the operational and management budget for the networks and their activities;
Consults with vendors, distributors, and users regarding the purchase of computer hardware, software, and networks;
Provides support and assistance to employees and departments.

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	Network Administration	User Support	Business/Systems Analysis
Microcomputer Repair	Computer Programming	Data Communications	

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.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE PERFORMANCE 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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