

**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**  
**PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION**  
**FOR**  
**NO. 21-645 MICRO-COMPUTER TECHNICIAN**

**VACANCIES:** At present, one vacancy exists with the Jefferson County Information Technology Department.  
This list may be used to fill future vacancies as they occur in other jurisdictions.

**SALARY:** \$21.13/hr.

**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:      **October 15, 2021****

**EXAMINATION DATE:      **November 1 – midnight November 30, 2021****

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:

- (A) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in computer science, data processing, or closely-related field and one year of experience in work involving installing computers and adapting computer software for users; or
- (B) Completion of one year of study at a regionally accredited or New York State registered college or university including at least 15 semester credit hours in data processing or computer science courses and two years of experience in work involving installing computers and adapting computer software for users; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

NOTE: Data entry, word processing, and other daily operation of computer or computer to produce standard copy will not be counted as qualifying experience for this position.

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

EXAMPLES OF WORK: (illustrative only)

- Installs computer hardware and software on site in user departments;
- Diagnoses and resolves users personal computer problems, including hardware and software, as well as troubleshooting network connectivity issues;
- Instructs users in the basic operation of computer hardware and software;
- Responds to technical questions and problems referred by users and makes site visits or gives instructions via telephone as necessary;
- Remotely access users computers to troubleshoot and fix computer and software issues;
- Performs repairs to computer hardware and equipment;
- Assists in the support of user groups to share and exchange information to provide for better utilization of the equipment;
- Prepares training and instruction materials and manuals;
- Assists programmers to determine micro-computer applications for new or expanded needs.

### **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:

|                             |                               |                            |                                  |
|-----------------------------|-------------------------------|----------------------------|----------------------------------|
| <b>Help Desk</b>            | <b>Network Administration</b> | <b>User Support</b>        | <b>Business/Systems Analysis</b> |
| <b>Microcomputer Repair</b> | <b>Computer Programming</b>   | <b>Data Communications</b> | <b>Web Site Development</b>      |

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.

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