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. 21-658 ASSISTANT COMPUTER PROGRAMMER

VACANCIES: At present, one vacancy exists at Jefferson-Lewis BOCES
                    This list may be used to fill future vacancies as they occur in other jurisdictions.

SALARY: $44,000 – $48,400

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 with a Bachelor's degree in Computer Science or related field; or

B)   Graduation from a regionally accredited or New York State registered college with an Associate's degree in Computer Science or related field and two years of experience in computer programming.
ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

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

EXAMPLES OF WORK: (illustrative only)

Prepares, revises, modifies and updates existing software systems according to agency needs;
Assists in the analysis of problems in terms of factors such as type and extent of information to be
        transferred to and from storage units, variety of items to be processed, and format of final output;
Assists in the design of detailed programs, forms, flow charts, and diagrams to adapt financial or statistical
        operations to electronic format;

Prepares sample test data, performs actual testing, and makes modifications, revisions, and corrections to programs;
Debugs new programs to assure completion according to predetermined requirements;
Assists in the analysis and design of new or revised computer applications;
Assists in the design and development of web pages for both the intranet and internet;
Troubleshoots problems with computer hardware and software;
Consults with superiors and reports problems and deviations affecting workload and scheduling;
Prepares and compiles a variety of reports and records.

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:

Network Administration   **Computer Programming**   **Web Site Development**

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.

Issued: 9-22-21