

# NOTICE OF VACANCY

**DEPARTMENT:** Information Technology  
**TITLE:** Network Administrator II  
**GRADE/SALARY:** 30W - \$45,276 plus Excellent Benefits

**THIS IS A TESTED CIVIL SERVICE POSITION FOR WHICH THE EXAM IS CURRENTLY ANNOUNCED. CANDIDATE MUST SUBMIT AN APPLICATION ALONG WITH A \$15.00 MONEY ORDER TO BE CONSIDERED FOR APPOINTMENT.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position which involves responsibility for participating in the maintenance and operation of computer networks. The work involves analyzing hardware and software network problems, testing and installing networking equipment, and building network file servers. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. 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 a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, data processing, management information systems, information resource management, or a closely related field **AND** two (2) years of computer hardware and software installation and troubleshooting experience; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (B) above.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**SPECIAL REQUIREMENT FOR ONEIDA COUNTY GOVERNMENT ONLY:** Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

## **NOTES:**

1. Verifiable part-time experience as outlined in (B) above will be pro-rated toward meeting full-time experience requirements.
2. Additional study in the field of computer science, data processing, etc. from a regionally accredited or New York State registered college or university may be substituted for experience, on a year-for-year basis.
3. If qualifying under (A) or (B) Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred.

## **MAIL APPLICATION ALONG WITH \$15.00 MONEY ORDER TO:**

Oneida County Department of Personnel  
Joseph M. Johnson, Commissioner  
800 Park Avenue  
Utica, New York 13501

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** October 22, 2020 or until position is filled, if sooner.

Blank applications may be picked up in Personnel – 6th Floor of the Oneida County Office Building or downloaded and printed from our web site at [www.ocgov.net/personnel](http://www.ocgov.net/personnel). You may also call (315) 798-5726 and request that an application be sent to you.

**\*\*Oneida County is an equal opportunity employer\*\***

07/24/2020