

# NOTICE OF VACANCY

**DEPARTMENT:** Information Technology  
**TITLE:** Computer Specialist  
**GRADE/SALARY:** 28W- \$42,734 plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for coordinating microcomputer activities, services and functions in a department or among departments. The incumbent is responsible for providing a variety of staff support services, including equipment installation, maintenance of local area networks and mainframe links. The work is performed under the general supervision of a higher level employee. Supervision may be exercised over the work of subordinate employees. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualification 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, information resource management, microcomputer technology or related field; **O**
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in one of the areas mentioned in (A) above **AND** two (2) years of experience in the operation and maintenance of microcomputer equipment, which shall have involved assisting in local area network administration and the installation, maintenance, and use of software; **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.

### **NOTES:**

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred
- 2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

### **SPECIAL REQUIREMENTS:**

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

**APPLYING ONLINE:** Please click the link below and go to the current vacancies tab to find this vacancy.

<https://oneida-portal.mycivilservice.com/>

**APPLYING WITH PAPER APPLICATION:** Blank paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel  
Joseph M. Johnson, Commissioner  
800 Park Ave  
Utica, NY 13501

You may also request a paper application to be mailed to you by calling 315-798-5726.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** June 16, 2021 or until position is filled.

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