



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Information Technology

CIVIL SERVICE TITLE: Computer Specialist

CLASSIFICATION TYPE: Competitive (Provisional)

SALARY (GRADE): \$53,695 (28W) Plus Excellent Benefits

APPLICATION DEADLINE: April 30, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



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 qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree in computer science, information resource management, microcomputer technology or related field; OR
- (B) Possession of Associate's Degree, including or supplemented by six (6) credit hours in computer science related coursework AND two (2) years of experience in installation, troubleshooting or maintenance of computer equipment or end user support; OR
- (C) Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience in installation, troubleshooting or maintenance of computer equipment or end user support.

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.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 3. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 03/27/2025