

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 11/25/15

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL  
ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

### MICROCOMPUTER TECHNICIAN EXAMINATION #65068

**MICROCOMPUTER TECHNICIAN** : The results of this eligible list will be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

**SALARY:** Varies with Location

**LAST DAY TO FILE IS DECEMBER 30, 2015.**

**DATE OF THE EXAMINATION IS FEBRUARY 6, 2016.**

**NOTICE: SATURDAY SABBATH OBSERVERS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**RESIDENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the written test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**APPLICATION FEE:** : **An examination fee of \$10.00 (Residents and Non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please **make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.**

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income 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. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work which involves the installation, testing, repair and maintaining of all microcomputers and their peripheral devices for a school system or similar entity. This work involves familiarization with the micro computer field. The work is performed under the general supervision of the Microcomputer Coordinator or other higher level officials with some leeway allowed for the exercise of independent judgment. Does related work as required.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Technology, Data Processing, Computer Science, Electronic Technology, or related field; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Computer Technology, Data Processing, Computer Science, Electronic Technology or related field and two (2) years of experience working the microcomputers; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B); OR
- D. An equivalent combination of training and experience as outlined by the limits of (A), (B) and (C).

**THE WRITTEN TEST** will be designed to measure knowledge, skills and/or abilities in such areas as:

- 1. Operation, maintenance and repair of microcomputers and related equipment. These questions test for knowledge of the operating principles of microcomputer systems and related peripheral equipment, including appropriate troubleshooting, maintenance, and repair procedures for these systems and this equipment.
- 2. Installation, maintenance and repair of computer networks. These questions test for knowledge of the principles and practices involved in the installation, maintenance and repair of computer network systems, and may include such areas as computer system and computer network operating procedures and terminology, system hardware, cabling, network set-ups, and troubleshooting network problems.
- 3. Fundamentals of PC systems. These questions test for knowledge of basic concepts and terminology related to PC's. They cover such topics as PC and peripheral equipment; storage media; types of software used with PC's; and other associated terms and concepts.
- 4. Use and operation of PC's and related peripheral equipment. These questions are designed to test for technical knowledge and concepts relevant to the operation of a PC and associated peripheral equipment for word processing, spreadsheet analysis, data base management, data communications and other applications. The questions asked are not specific to any vendor or any model of PC.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**ELIGIBLE LIST:** A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**NOTICE TO CANDIDATES:** "UNLESS OTHERWISE NOTIFIED, 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**.

**SECTION 85a OF THE CIVIL SERVICE LAW:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

- |   |   |
|---|---|
| -World War II—December 7, 1941 to December 31, 1946         | -Grenada – October 23, 1983 – November 21, 1983   |
| -Korean War—June 27, 1950 to and including January 31, 1955 | -Panama – December 20, 1989 – January 31, 1990    |
| -Vietnam Conflict—February 28, 1961 until May 7, 1975       | -Persian Gulf – August 2, 1990 to the end of such |
| -Lebanon – June 1, 1983 – December 1, 1987                  | hostilities (not yet determined)                  |

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

**SECTION 23.2:** This entire examination is 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 which deal with the rating of examinations will apply.

**APPLICATIONS:** You may get application forms by writing, downloading from [www.saratogacountyny.gov](http://www.saratogacountyny.gov), phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster St., Ballston Spa, NY 12020. **Time and place of the examination will be mailed to approved candidates one week before the date of the examination.**

**SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER WITH AN AFFIRMATIVE ACTION PROGRAM**