



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020
www.saratogacountyny.gov

MARGARET C. MCNAMARA
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

CAREER OPPORTUNITY

**PERSONAL COMPUTER TECHNICAL NETWORK SPECIALIST
SARATOGA COUNTY INFORMATION TECHNOLOGY OFFICE**

SALARY: \$65,388 ** Plus Excellent Benefits **

This is an important technical support position responsible for hardware installation, hardware support, software installation, software support, server administration, network administration, Help Desk Support, and Application Management within the municipalities "Wide Area Network." Troubleshooting end user's software and hardware issues are a continued responsibility. Work is performed under the general direction of the department head or designated administrator with considerable leeway allowed for the exercise of independent judgment in the planning and implementation of specific system maintenance and solutions for personal computers; Incumbent in this position works closely with the *Saratoga County District Attorney's Office* serving as IT liaison with NYS Prosecutor's Training Institute, maintaining functions of the Saratoga County Prosecutor's Case Management System and associated Digital Evidence Management System. Does related work as required.

MINIMUM QUALIFICATIONS: Either...

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Electronic Technology or closely related field two (2) years of experience in maintaining computer network architecture and design, identifying and repairing network issues, micro computer repair and installation, configuration and maintenance of computer hardware and associated software and peripheral equipment; **OR**
B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Electronic Technology or closely related field and four (4) years of experience in maintaining computer network architecture and design, identifying and repairing network issues, microcomputer repair and installation, configuration and maintenance of computer hardware and associated software and peripheral equipment.

****NOTE**** Knowledge of Foxit PhantomPDF, PeaZip and WinRAR preferred

SUBMIT APPLICATIONS TO:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): 5/7/2021

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. Applications must be received in our office by 4:30 PM on date indicated.** Postmarks will **NOT** be accepted for this position. **NO Fax Submissions**

**** This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date. ****

"Saratoga County is an Equal Opportunity Employer with an Affirmative Action Program"