



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

(518) 885-2225
Issued: 9/8/2022

SCOT CHAMBERLAIN
Director of Human Resources

CAREER OPPORTUNITY

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

SALARY: \$66,693 ** Plus Excellent Benefits, Compensation Plan and NYS Retirement ******

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 *the vacancy has been filled*

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application.** NO Fax Submissions

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

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.