



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Microcomputer Specialist #13032

PAY RATE: \$25.03/hour - \$29.37/hour

DEPARTMENT/DIVISION: Niagara County Sheriff's Office

WORK LOCATION: Public Safety Training Facility 5574 Niagara St Ext Lockport

STATUS: Provisional

DESCRIPTION: The work involves the coordination of the installation, maintenance and control of microcomputer site's equipment, terminals and phases of microcomputer site development, personnel training, operation and evaluation of the efficiency of installations. The incumbent is involved in help-desk support duties, user support, network administration, data communications, telecommunications, business/systems analysis, and microcomputer repair and operation. When assigned at the Niagara County Sheriff's Office, the incumbent must be willing to work in a jail environment in close proximity to inmates. Work is performed under the supervision of an Assistant Network Administrator. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a High School Equivalency Diploma and

Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in computer science, information resource management, computer technology or related field; and one (1) year of full-time paid experience in the operation and maintenance of micro-computer equipment, which shall have involved local area network administration and the installation, maintenance and use of operation, word processing, utility software; or

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, information resources management, microcomputer technology or related field and three (3) years of full-time paid experience in the operation and maintenance of micro-

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computer equipment, which shall have involved local area network administration and the installation, maintenance and use of operation, word processing, utility software.

NOTE: Candidates for appointment at the Niagara County Sheriff's Office will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

This position is open to application by non Niagara County residents also but preference will be given to Niagara County residents.

*** Provisional appointment: Successful candidate will be required to take a civil service examination and be reachable for a permanent appointment.

DATE POSTED: 11/3/2020 DEADLINE: 11/16/2020

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

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

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer