



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: Micro Computer Legal Systems Specialist- 13549

PAY RATE: \$25.03-\$29.07

DEPARTMENT/DIVISION: IT

WORK LOCATION: Lockport, NY

STATUS: Provisional

DESCRIPTION: The centralized Niagara County IT position typically is assigned to work in the Niagara County District Attorney's office to support the personnel and information systems used for case management, evidence management, complaints, investigations, and related activities. The incumbent is involved in help-desk support duties, user support, business/systems analysis, troubleshooting wireless and broadband networks, microcomputer repair and operation, working with network administrators in a team environment, and data communications. The work involves the coordination of the installation, maintenance and control of microcomputer site's equipment, personnel training, operation and evaluation of the efficiency of installations. When assigned to the Niagara County District Attorney's Office, the incumbent may be exposed to information of a sensitive and graphic nature related to criminal justice casework while assisting personnel. Work is performed under the supervision of a Computer Programmer and/or assigned superiors. The incumbent must adhere to a strict non-disclosure of information. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees 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

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involved local area network administration and the installation, maintenance and use of operation, word processing, utility software; or

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in computer science, information resources management, microcomputer technology or related field and four (4) years 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.

NOTE: Candidates for appointment at the Niagara County Information Technology 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.

\*Provisional Appointment: Successful candidates will be required to take a Civil Service Examination and be reachable for a permanent appointment

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DATE POSTED: 11/17/2020      DEADLINE: 11/30/2020

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