



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – Suite G2  
Lockport, New York 14094-2740**

*Malcolm A Needler  
Personnel Officer  
(716) 438-4071*

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## **MICRO COMPUTER LEGAL SYSTEMS SPECIALIST**

### **NO. 21-390 Open to the Public**

**Salary: \$25.53-\$29.96/hour**

The examination will be held to establish an eligible list used to fill one current vacancy in the Niagara County Information Technology Department and any appropriate vacancies that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

**RESIDENCE REQUIREMENTS:** Candidates must have been a legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. Salaries vary within the municipalities. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

Graduation from high school or possession of a High School Equivalency Diploma **and**

1. 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**
2. 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-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 Department 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.

**DUTIES:** 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.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE. YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

ORIGINAL APPLICATIONS  
MUST BE RECEIVED BY 4PM  
OR BE POSTMARKED BY  
**MAY 21, 2021**

A **non-refundable \$15.00 application fee** must accompany each application. Submit a copy of your online payment or a check or money order payable to **Niagara County Civil Service**

TBD

**ANNOUNCEMENT ISSUED: April 30, 2021**

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required supporting documentation or your application will be disapproved.

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may 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.

**SUBJECT OF EXAMINATION:** – The examination will consist of rated evaluation of training and experience. Only your rating on the evaluation of training and experience will be considered when computing final scores.

**RATED EVALUATION OF TRAINING AND EXPERIENCE:** - You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas: **Computer Programming; Help Desk; User Support; Network Administration; Data Communications; Business/Systems Analysis; and Microcomputer Repair**

**IMPORTANT:** The Training and experience questionnaire will be completed on the internet and candidates will have two (2) weeks to complete. Instructions and deadlines for completing this questionnaire will be sent to all **approved** candidates after the last filing date for this examination.

**PC QUALIFYING TEST** – The Personnel Officer has waived the PC qualifying portion of this exam

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **These documents must be received in our office by the time your name is considered for possible appointment. *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.***

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review [IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)