



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094

Malcolm A Needler
Personnel Officer

(716) 438-4071

MICRO COMPUTER COORDINATOR - NIAGARA COUNTY COMMUNITY COLLEGE ONLY

No 21-056 Promotional Exam

Salary \$24.64 - \$33.16

The examination will be held to establish an eligible list used to fill two (2) current vacancies at Niagara County Community College.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class for two (2) years as a Micro Computer Help Desk Receptionist at Niagara County Community College immediately preceding the date of examination.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

DUTIES: This position involves responsibility for providing technical support for an organization's information technology needs. The details of the work vary according to location; however, generally this class of positions involves computer and/or telecommunications network installation, configuration, maintenance and repair, and/or help desk and user support. The incumbent may also operate a personal computer utilizing a variety of software and may do so for production work on a regular, routine basis. The incumbent may also analyze work processes and plan the computerization of manual work methods. The work is performed under the general supervision of a higher-ranking employee. The incumbent does not exercise supervision. Does related work as required.

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

**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.**

FILING DEADLINE

OCTOBER 12, 2021

A non-refundable \$15.00 application fee is required.
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: September 21, 2021

EXAM DATE

TBD

SUBJECT OF EXAMINATION: – The examination will consist of a 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: **Help Desk; User Support; Network Administration; Telecommunications; 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.

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, final salary, 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. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

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**](#)

Niagara County Civil Service #2021-56