



NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/3/2025 DEADLINE: 4/7/2025

POSITION TITLE/ #: Computer Technician I #3847 (HELP PROGRAM PENDING NYSCSC APPROVAL) RESIDENCY WAIVED

POSITION CLASS: Non-Competitive

PAY RATE: \$28.45 - \$32.98 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Information Technology

WORK LOCATION: Varies (Lockport/Niagara Falls/Niagara County)

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Niagara County Information Technology

ADDRESS: 59 Park Avenue, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional/Permanent – This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

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, help desk and user support, and/or proper removal of obsolete hardware/software. The work requires an awareness and appropriate use of cyber hygiene principles and practices in maintaining the health of information technology systems and protecting data. 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.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found here:
https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Candidates must meet one of the following:

- 1. Graduation with an Associate's Degree or higher in computer science, computer technology, computer repair or a closely related field; or**
- 2. Graduation from high school or possession of an equivalency diploma, and two (2) years of paid experience in computer or telecommunications network operation, installation, maintenance or repair; or help desk and computer user training and support; or**
- 3. An equivalent combination of training and experience as defined by the limits of (1) and (2).**

SPECIAL REQUIREMENT: Candidates for appointment will be required to undergo a state and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Candidates must possess a valid New York State Driver's license and it must be maintained throughout one's employment. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Failure to meet the standards for the background investigation may result in disqualification.

NOTE:

- 1. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education;**
- 2. Part-time experience will be pro-rated.0**

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 here:
<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
Form Revised 4/4/2023