



NIAGARA COUNTY JOB POSTING

DATE POSTED: 2/16/26 DEADLINE: 3/1/26

POSITION TITLE/ #: **Micro Computer Legal Systems Specialist #13549 (HELP Program) (Residency Waived)**

POSITION CLASS: **Non-Competitive**

PAY RATE: **\$31.40 - \$36.46** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Information Technology**

WORK LOCATION: **175 Hawley Street, Lockport, NY 14094**

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: **Permanent**

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

The incumbent is a member of the centralized Information Technology (IT) staff and is primarily 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 work involves the coordination of the installation, maintenance and control of computer, audio and visual (A/V) equipment, personnel training, operation, and evaluation of the efficiency of installations. These duties are performed and prioritized by the District Attorney's (DA) operational requirements. Occasionally the incumbent may assist with troubleshooting elsewhere in the county. 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 the District Attorney and the Director of Information Technology. The incumbent must adhere to a strict non-disclosure of information policy. Does related work as required.

This position is non-competitive and covered under the HELP Program. Information on the HELP Program can be found here:

<https://www.niagaracounty.com/employment/#outer-1641>

MINIMUM QUALIFICATIONS: The minimum qualifications can be found on the continuous recruitment posting here:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent status as a Computer Technician II or four (4) years as a Computer Technician II in the Niagara County Information Technology Department immediately preceding the date of examination.

OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Bachelor's Degree in computer science, information technology, or a related field and one (1) year of paid experience involving LAN/WAN configuration, cabling, and hardware setup that included remote access and network security as well as experience in the operation, maintenance, and trouble-shooting of microcomputer equipment and software; OR
2. Associate's Degree in computer science, information technology, or a related field and three (3) years of experience as described in #1 above; OR
3. Five (5) years of experience as described in #1 above.

SPECIAL REQUIREMENT:

1. Candidates must possess a valid New York State Driver's license at time of appointment and throughout the duration of 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;
2. Candidates 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.

NOTE: 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.

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

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