

**PLEASE POST CONSPICUOUSLY**

ISSUED 2/25/2013

LOCAL NO. 2029

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL  
County Municipal Center  
Fort Edward, New York 12828  
Telephone 746-2250

EXAMINATION FOR

**MICROCOMPUTER SPECIALIST**

**AN APPLICATION FEE OF \$5.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION**

APPLICATIONS ACCEPTED UP TO: MARCH 27, 2013

VACANCIES: At present there is one part-time vacancy in the Washington, Saratoga, Warren, Essex or Hamilton County Board of Cooperative Educational Services (BOCES). The eligible list established as a result of this examination may be used to fill future vacancies which may occur during the life of the list for part-time and full-time positions.

SALARY: \$32,751.00 Full-time; \$16,375.50 Part-time

**APPLICATION FEE: There is a NON-REFUNDABLE FEE of \$5.00 for this examination. (DO NOT SEND CASH). The required \$5.00 fee must accompany your application. AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER! If applying in person, please remit payment directly to Treasurer's office, Building B, 2<sup>nd</sup> floor.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or public assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

**RESIDENCY: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WARREN, WASHINGTON, SARATOGA, HAMILTON, ESSEX OR SCHENECTADY COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

DUTIES: This is a technical position focused on adapting microcomputers to department and user needs. Working with various departments as needed, the incumbent works from problem definition to implementation and support for the system designed. The work includes the application of both hardware and software to meet the specific needs of the department. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test: Either:

- (A) Graduation from a New York State registered two-year college or university with an Associates' Degree in computer science or a closely related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience in personal computer system analysis and/or adapting software for users.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell checkers, personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any other similar devices are prohibited.

**SUBJECT OF EXAMINATION:**

The examination will consist of two parts: a rated evaluation of training and experience and a qualifying pc-administered test. You must pass the evaluation of training and experience in order to take the qualifying pc-administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing final scores. The qualifying pc-administered test will be administered as needed and only to reachable eligibles.

**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:

Business/Systems Analysis  
Help Desk  
User Support

Network Administration  
Data Communications

Web Site Development  
Microcomputer Repair

(OVER)

Qualifying pc-administered written test will be designed to test for knowledge, skills and/or abilities in such areas as:

**Logical Reasoning and Interpreting Instructions for Computer-Related Position** -These multiple-choice questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if A and B, then C) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.

**User Support and Training** - This simulation exercise requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a user's problem. During the course of handling the problem, candidates will be required to: demonstrate communication skills, apply troubleshooting practices and tools, determine the appropriate level of training needed by the user, and educate the user on the proper use of computers.

**Working Effectively with Others to Solve Job-Related Problems** - This simulation exercise requires candidates to assume the role of a staff member in an Information Technology work group who is working with colleagues during a time of change in policy or procedure, in a particular agency. During the exercise, candidates will be required to deal with obstacles within the working environment, which includes peer relations and the demands of handling multiple tasks. Candidates will be required to demonstrate the ability to be flexible, creative and persistent as a team player. They will also need to demonstrate the ability to cooperate, show initiative, and establish positive working relationships with peers and administrators.

Qualifying test scores may be banked and applied to future examinations for titles that require the same test plan.

**VETERANS CREDITS** - Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

"In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

\***BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check and drug screening to determine suitability for appointment. Failure to meet the standards for the background investigation and drug screening may result in disqualification.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per chapter 180 of the laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

- If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.
- If you have applied for both State and Local government examinations, you must notify Washington County Civil service Department of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised when and where to report for your examination.
- If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call 746-2250.
- This written examination is announced and will be rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.
- Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

**WHERE TO APPLY:** Obtain Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828. Telephone (518)746-2250. You may also download either application by going to [www.co.washington.ny.us](http://www.co.washington.ny.us) .

LAST FILING DATE: MARCH 27, 2013

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS. <http://www.co.washington.ny.us>