



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: COMPUTER TECHNICAL SPECIALIST

### YATES COUNTY IS SEEKING APPLICANTS FOR *COMPUTER TECHNICAL SPECIALIST* TO FILL 1 VACANCY

|                               |                                                                                                                                 |                              |                                    |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------|
| <b>Type of Appointment:</b>   | Permanent                                                                                                                       | <b>Rate of Pay:</b>          | \$29.81 per hour                   |
| <b>Position Status:</b>       | Full Time                                                                                                                       |                              |                                    |
| <b>Classification:</b>        | Competitive                                                                                                                     |                              |                                    |
| <b>Location:</b>              | Yates County                                                                                                                    | <b>Contract:</b>             | CSEA, Group XI                     |
| <b>Department:</b>            | Information Technology                                                                                                          |                              |                                    |
| <b>Vacancy:</b>               | 1 position currently vacant                                                                                                     | <b>Exam Date:</b>            | Ongoing                            |
| <b>Residency Requirement:</b> | Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to <b>appointment</b> . | <b>Application Fee:</b>      | \$17.00                            |
| <b>Posted:</b>                | September 30, 2025                                                                                                              | <b>Application Deadline:</b> | Applications Accepted Until Filled |

### **COMPUTER TECHNICAL SPECIALIST - JOB DESCRIPTION**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position responsible for the efficient functioning of standalone and networked systems. The incumbent assists and trains staff that has access to internal and outside agency databases or networks. An incumbent also operates and makes repairs on computers and related peripheral equipment. Work is performed under the general supervision of the Director with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this class. Does related work as required.

#### **TYPICAL WORK ACTIVITIES (Illustrative Only):**

- Assists in the testing, delivery and setup of new equipment in user department/unit;
- Installs and upgrades software including the ability to customize same to meet specific requirements;
- Coordinates and logs hardware-related problems and resolves them with the computer vendor to ensure ongoing computer reliability;
- Coordinates and resolves department problems associated with hardware, software, training & production;
- Tracks outstanding problems and follows up until problem resolution occurs;
- Advises user(s) of procedure to follow until resolution occurs;
- Meets with supervisor and determines the best approach for solving difficult problems with the system;
- Attends technical meetings to review changes and modifications in procedures;
- Maintains LOGIN ID's, passwords, and authorizations to access data;
- Assists in running nightly backup procedures;
- Performs other duties as assigned.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Excellent knowledge of procedures related to troubleshooting hardware and software problems;  
Excellent knowledge of computer/network terminology;  
Excellent knowledge of modern methods, principles and techniques of data processing and data communications;  
Good knowledge of general office practices and procedures;  
Working knowledge of GIS systems;  
Ability to adapt purchased software to existing applications;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Ability to maintain effective working relationships with users and technical personnel;  
Ability to understand and follow oral and written instructions.

#### **MINIMUM QUALIFICATIONS:**

- a) Associate's Degree or higher in Computer Science or a closely related field; **AND** two (2) years full-time paid experience in a technical position involving the installation and support of personal computers in a network environment; **OR**
- b) Possession of a high school diploma or possession of a high school equivalency diploma; **AND** four (4) years full-time paid experience in a technical position involving the installation and support of personal computers in a network environment.

**Notes:**

- a) Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.
- b) Possession of A+ Certification may be deemed equivalent to 1 (one) year of experience; and other similar training and/or certification may be considered as an equivalent substitution for experience at the discretion of the Director of Information Technology and Director of Human Resources.

**SPECIAL REQUIREMENT(S):**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**