



# Department of Human Resources & Civil Service

## Open Competitive Training & Experience Exam Announcement

Please Post Conspicuously

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County Executive

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Director

### NT-0101-22 Network Technician

- Application Fee: **\$15.00**
- Examination Date: **January 1, 2022** – This exam will be administered online. All candidates who meet the minimum qualifications will be sent further details on this date.
- Application Deadline: **November 5, 2021** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.
- Who May Apply: **Qualified residents of Monroe County**
- Salary: **\$31,887 - \$46,887 annually (BOCES #1)**  
**\$38,000 - \$60,000 annually (Brighton Central School District)**  
**\$19.25 hourly (Brockport Central School District)**  
**\$36,000 - \$48,000 annually (Gates-Chili Central School District)**  
**\$22.00 - \$24.00 hourly (Hilton Central School District)**  
**\$30,000 - \$60,000 annually (Pittsford Central School District)**  
**\$18.48 - \$37.63 hourly (Rush-Henrietta Central School District)**  
**\$50,000 - \$55,000 annually (Webster Central School District)**  
**\$49,943 - \$63,916 annually (Monroe Community College)**  
**Varies with other agencies**
- Employment Opportunities: The **Pittsford Central School District** has **one (1)** position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.
- The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

A Promotional exam is also being offered for qualified employees of **BOCES #1: Brockport, Hilton and Webster Central School Districts, and Monroe Community College.**

#### Minimum Qualifications:

**Candidates must meet the following minimum requirements on or before the date of the written exam:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in an information technology related field; OR,
- (B) Two (2) years of paid full-time or its part-time equivalent\* experience in the operation, installation, or maintenance/repair of a computer network server or network operating system; OR,
- (C) Successful completion of a recognized course in computer operations and repair such as training courses offered by the military, computer hardware vendors or consultants or any other training course providing "hands on" computer operation experience, plus one (1) year paid full-time or its part-time equivalent\* experience as described in (B), OR;
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), or (C) above.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

**NOTE:** Applicants qualifying under option (C) must submit a certificate, diploma or letter of confirmation in support of satisfactory program completion. Computer Operation shall not include experience in the operation of word processing equipment, or a personal computer, micro-computer or any other self-contained unit.

**Special Requirements:**

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

\* part-time equivalent experience is as follows:

0-9 hours per week = no credit

10-19 hours per week = 1/4 (one-quarter) of full-time work

20-29 hours per week = 1/2 (one-half) of full-time work

30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

**Residency Requirement:**

Applicants must be residents of Monroe County for at least four (4) months at the time of examination. Candidates who live outside of Monroe County, but within a school district whose civil service is administered by Monroe County, may apply to take the examination, but will only be eligible for appointment to positions in the school district. Please indicate the school district in which you live on your application.

**Fees:**

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**

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 a State or local social service agency. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete a request for application fee waiver and certification request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**

This is an entry-level technical position involving responsibility for the installation, operation and repair of user equipment that comprises part of the telecommunications network such as micro processors, computer terminals, printers and modems. The employee reports directly to and works under the general supervision of a senior staff member; employees travel to various departments that are on-line to service computer equipment. Supervision of others is not a responsibility of this class.

**Scope of Examination:**

The examination will consist of a rated evaluation of training and experience test.

**Rated Evaluation of Training and Experience:**

All candidates who meet the minimum qualifications will be sent a letter directing them to a web-site to complete a questionnaire that asks for specific facts about 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
- Data Communications
- Telecommunications
- Web Site Development
- Microcomputer Repair

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

**Eligible List:**

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates may be interfiled. The names of the successful candidates will remain on the eligible list for at least one (1) year to fill present and future vacancies.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

**Background Investigation:**

Applicants may 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.

**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.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Children of Firefighters and Police Officers Killed in the Line of Duty:**

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Issue Date:** October 15, 2021