



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:** MICRO COMPUTER SUPPORT TECHNICIAN (Provisional\* Appointment)  
**SALARY:** \$35,701 - \$45,796 annually  
**LOCATION:** Monroe County Department of Information Services

**JOB SUMMARY:**

This is a technical position responsible for performing a variety of computer-related activities, including troubleshooting, problem solving, and equipment installation. The employee reports directly to and works under the general supervision of a computer resources administration staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:** 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, plus two (2) years of paid full-time or its part-time equivalent experience in computer systems support\*\*, or diagnosing and resolving software and hardware problems; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in an Information Technology related field, plus six (6) months of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\***Computer systems support** for the purposes of these minimum qualifications, involves typical duties such as providing technical assistance, advising and supporting users, interpreting problems and providing support for hardware and software issues.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY HUMAN RESOURCES  
39 WEST MAIN STREET  
ROCHESTER, NY 14614

**Posting Date:** January 27, 2014

**Posting Deadline:** February 7, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.