



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                    **SYSTEMS SUPPORT SPECIALIST**  
(Provisional\* Appointment)

**SALARY:**                \$44,636 - \$61,158 annually

**LOCATION:**              Monroe County Sheriff's Office

**HOURS:**                **Monday – Friday (Days)**

**JOB SUMMARY:**

This position is located at the Monroe County Sheriff's Office and is responsible for performing a variety of information technology related activities including, but not limited to, analysis of business requirements, troubleshooting, product selection, user training, coordination of equipment installation, and assisting with vendor selection. This position acts as the first point of contact to internal staff and outside agencies regarding information technology issues. The employee reports directly to, and works under the general supervision of, the Commander or other higher-level staff member. Does related work as required

**MINIMUM QUALIFICATIONS:**

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience in ALL of the following; analyzing, troubleshooting and resolving software issues either independently or consulting with information technology staff, analyzing source documents to determine the utilization of appropriate software AND training personnel in software standards; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years 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.

**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.

**ADDITIONAL INFORMATION:**

Free parking for this position

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

**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.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** January 11, 2023

**Posting Deadline:** January 25, 2023

\*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.