



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

---

**TITLE:** **COMPUTER SUPPORT SPECIALIST TRAINEE**  
(Provisional\* Appointment)

**SALARY:** \$18.48/Hr.  
Current employees hire **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Information Systems, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, and Employee Premium Enhancement, and 40 Hour work weeks (Monday-Friday).

**JOB SUMMARY:** This is a Trainee position that exists in the Information Systems Department and involves the responsibility for understanding and providing support for a variety of personal computer applications to support day to day operations within various departments. The incumbent is responsible for help desk support to employees by evaluating, diagnosing, and troubleshooting computer related problems. The incumbent assists higher level employees within the Information Systems Department with setup and support of the County's computer network. The work is performed under the general supervision of higher-level employees. The incumbent does related work as required. Trainee appointments are for a period of one year following permanent appointment which incumbents who receive satisfactory rating will be advanced to Computer Support Specialist.

**MINIMUM QUALIFICATIONS: Either:**

- (A) Successful completion of thirty (30) semester credit hours of college-level course work in management information systems, computer science, information technology, or a closely related field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; or
- (B) Graduation from high school or possession of a high school equivalency diploma and one year experience in Personal Computer support, software training or network support; or
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

**Residency Requirement:** There is no residency requirement.

(OVER)



**Essex County Dept. of Personnel & Civil Service**  
**Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932**



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



**518.873.3360**

**Essex County is an Equal Opportunity Employer**

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** September 12<sup>th</sup>, 2023

**Application Deadline:** September 22<sup>nd</sup>, 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.



Essex County Dept. of Personnel & Civil Service

Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](https://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**