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# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

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303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

### JUNIOR COMPLIANCE & NETWORK SPECIALIST (Provisional Appointment)

Information Services

1 Leo Moss Drive, Suite 1682

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Junior Compliance & Network Specialist	1	Grade 23: \$30.18 per hour
*Provisional Appointment		General Bargaining Unit

*\*Permanent appointment requires successful completion and placement thru the Civil Service examination process.*

This position involves responsibility for providing technical support for an organization's information technology needs, including details of the network, and/or telecommunications network installation, configuration, maintenance and repair, and/or help desk and user support. The work includes installing, modifying and maintaining a variety of computer hardware, software and peripheral components; diagnosing and resolving end-user network problems; monitoring network systems to ensure maximum uptime and rapid problem resolution; and performing routine backup and restoration of network computing activities. The work is performed under the general supervision of a higher-ranking employee. The incumbent does not exercise supervision. A Junior Compliance and Network Specialist does related work as required.

#### Minimum Qualifications:

- Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree in computer science, computer technology, management information systems, or related field, AND one (1) year of full-time paid experience involving the installation of micro-computer hardware, software, and configuration and administration of LAN/WAN networks; OR
- Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, computer repair, or a closely related field, AND three (3) years of full-time paid experience as described in "A" above; OR
- Graduation from high school or possession of an equivalency diploma, AND five (5) years of full-time paid experience as described in "A" above.

**SPECIAL REQUIREMENT:** Candidates must possess a valid New York State Driver's license at time of appointment and throughout the duration of employment. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

**Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on Thursday, May 26th to:**

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>.

**Cattaraugus County - an Equal Opportunity Employer**

**Issued:** May 11, 2022