

**BEFORE APPLYING FOR THIS EXAM,  
PLEASE READ THIS IMPORTANT INFORMATION:**

**Applications/Fees will NOT be accepted after close of business on the date of the Application/Fee Deadline. If we do not receive your fee by the Application/Fee Deadline, your application may be DISAPPROVED.**

The application review fee is **NON-REFUNDABLE**. You will **NOT** receive a refund if your application is disapproved.

**HOW TO APPLY FOR THIS EXAM:**

- STEP 1:** **Read this exam announcement thoroughly.** You must compare your qualifications carefully against the MINIMUM QUALIFICATIONS listed on this announcement. Apply only for those exams for which you are clearly qualified. It is your responsibility as an applicant to determine whether you meet the qualifications.
- STEP 2:** **Submit a Civil Service application.** Go to: [mycivilservice.cayugacounty.us/exams](http://mycivilservice.cayugacounty.us/exams) and click on the “APPLY” button next to the title of the exam for which you are applying. Your application must show that you meet the minimum qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted).
- STEP 3:** **Submit the application review fee. THIS FEE IS DUE BY THE APPLICATION DEADLINE.** We accept credit cards, checks, money orders, or cash. If paying with a check or money order, make payable to CAYUGA COUNTY. If paying with a credit card, please note that there will be a \$1.00 service fee.



**Cayuga County Department of Human Resources  
and Civil Service Commission**

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Auburn, NY 13021

Phone: (315) 253-1284

Email: [civilservice@cayugacounty.us](mailto:civilservice@cayugacounty.us)

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Fax: (315) 253-1084

**CIVIL SERVICE EXAM  
(Open to the Public)**

**Senior Computer Systems Technician (I.T.)  
(Training & Experience Evaluation Online)**

<u>Online Evaluation Date</u> *	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
<b>July 1-31, 2021</b>	<b>OC# 21458</b>	<b>\$15 (non-refundable)</b>	<b>Wed., June 30, 2021</b>

\* **Approved applicants must complete an online evaluation between July 1 and July 31, 2021.**

**All application fees are NON-REFUNDABLE.** It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will not receive a refund if your application is disapproved.

**APPLICATIONS WILL NOT BE ACCEPTED AFTER CLOSE OF BUSINESS ON THE APPLICATION DEADLINE.**

**MINIMUM QUALIFICATIONS (Candidates must meet the following requirements):**

**EITHER:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science, information resource management, micro-computer technology or related field and two years of experience in the operation and maintenance of micro- and mini-computer equipment, which shall have involved programming activities, local area network administration and the installation, maintenance and use of operating, word processing, data base management, financial and utility software; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an associate degree in one of the areas mentioned in (A) above and four years of experience as described in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**ANTICIPATED ELIGIBILITY (EDUCATION):** If you expect to complete the educational requirement by **January 1, 2022**, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Cayuga County Civil Service Commission. Proof must be submitted by **March 1, 2022**. Failure to do so will result in removal of your name from the eligible list.

**SALARY:** Salary varies in each jurisdiction where the title exists.

**VACANCIES:** The eligible list established as a result of this exam will be used to fill current and future vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

**SUBJECTS OF EXAM:** This exam will be an online rated evaluation of your training and experience.

**Online Rated Evaluation of Training and Experience (Available Online July 1 – July 31, 2021)**

You will complete a questionnaire that asks for specific information on 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
- Network Administration
- Data Communications
- Telecommunications
- Microcomputer Repair

**USE OF CALCULATORS:** Candidates are permitted to use quiet, hand-held, solar or battery-powered calculators.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for supervising and coordinating network and server installation and maintenance for micro- and mini-computer activities, services, and functions in a department or among departments. The incumbent is responsible for providing a variety of staff support services, including equipment installation, maintenance of local and wide area networks and programming activities. The work is performed under the general supervision of a higher level employee. Oversight is exercised over the work of subordinate Computer Systems Technicians and other computer related positions within the department. The incumbent does related work as required.

**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.

**RESIDENCY:** Candidates must be legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**CAYUGA COUNTY JURISDICTIONS:** The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

**VETERAN'S CREDIT:** If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** Download at: [cayugacounty.us/jobs](http://cayugacounty.us/jobs). In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

**ADDITIONAL CREDITS ALLOWED 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 has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**PRE-EMPLOYMENT DRUG TESTING:** Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check (applicant must pay fee), to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SECTION 23.2:** This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

**APPLICATION FEE WAIVER:** An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. Download at: [cayugacounty.us/jobs](http://cayugacounty.us/jobs).

**THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE**

**MEMBERS:** Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application. **Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date.

**ELIGIBLE LIST:** The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

**CHANGE OF ADDRESS:** If you move, it is your responsibility to notify the Civil Service Office of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.