



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Application Support Specialist
Seneca County Information
Technology Department
\$16.89 / hr**

Full benefits package including NYS Retirement

**** Vacancy will be filled using the civil service list for Computer Support Specialist.****

Please scroll down to the Continuous Recruitment Examination section of the link here: <https://seneca-portal.mycivilservice.com/> to apply to participate in the examination.

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: Either:

- A. *Graduation from a regionally accredited or New York State Registered College or university with an Associate's Degree in a Computer Science, Information Technology or a related field; OR
- B. Graduation from high school or possession of a High School Equivalency Diploma and three (3) years of experience in a computer related field where the primary function of the position was working extensively with, supporting and configuring windows-based office software and business application software; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*** If you expect to complete the educational requirement within 3 months of the time of application, you may be approved to participate in this examination. You will not be certified for appointment until you have submitted proof of possession of an Associate's Degree to the Seneca County Personnel Office. Proof must be submitted within 2 months of graduation; failure to do so will result in removal of your name from the eligible list.***

NOTE: Experience on a home personal computer may not be used as a substitute for the aforementioned experience.

**Applications Accepted Continually:
For current vacancy, applications
must be submitted by 4/30/18**

**** The Computer Support Specialist examination is given on a continual basis to approved candidates. All approved applicants are given the opportunity to participate in this examination.****

Issued: April 6, 2018