



Waterloo Central School District

Terri Bavis, Superintendent of Schools
109 Washington Street Waterloo, NY 13165
(315) 539-3456

VACANCY ANNOUNCEMENT

POSITION: Network System Support Aide, effective immediately.

SALARY: \$15.00 per hour, 7:30 am – 4:00 pm, 12 months, benefits per Contract of Agreement.

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.

Civil Service Examination is required.

APPLICATION PROCEDURE:

Apply online <https://seneca-portal.mycivilservice.com/jobopps> through the Seneca County Personnel Office, 1 DiPronio Drive, Waterloo, New York. Selected candidates will be contacted for interviews.

**** 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.

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.