



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN COMPETITIVE TRAINING AND EXPERIENCE EXAMINATION FOR:

Title: Information Services Specialist

Number: 24445020

Salary: \$45,000-65,000 – Salary will vary with each school district

Final Application Filing Date: 04/15/2026

Applications Accepted Until: 04/15/2026

Applications postmarked 04/15/2026 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

MINIMUM QUALIFICATIONS: On or before April 15, 2026, to be eligible for this examination, applicant must meet the following minimum qualifications:

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER: (A) Associate's degree which included 18 credits in computer science, data processing or a related field AND one (1) year of work experience in data processing which required the implementation, maintenance and repair of microcomputer systems;

OR: (B) Three (3) years of work experience as indicated in (A) above;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

Anticipated Eligibility – Age and Educational Requirements:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

NOTES:

1. Training in appropriate vocational and/or business programs may be substituted for the above training and requirements on a year-for-year basis.
2. You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.). Transcripts can be submitted in person, by email to HRExams@DutchessNY.gov or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5th Floor, Poughkeepsie, NY 12601.
3. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

DUTIES: This is a technical position which involves adapting software and developing programs for the coordinated use of technology enhanced systems in the school. The systems will include the use of network and desktop software, microcomputers and other equipment. The incumbent is responsible for keeping abreast of the latest technological developments in the industry. Work is performed under the general direction of a higher level administrative position. Supervision over others is not required of this position. **EXAMPLES OF WORK (Illustrative Only):** Installs, operates, maintains and repairs equipment and software used throughout the school district's offices and classrooms; sets up temporary and permanent computer and video systems in district facilities; assists in scheduling the use of technology equipment; makes recommendations to the Administrator for the purchase of new equipment; assists in maintaining an inventory and identification of district technology and supporting equipment (including technology hardware, furniture, office equipment etc., in all of the schools); plans, installs and maintains district technology facilities; holds in-house workshops teaching district personnel about software applications that are available for use in the district; establishes and maintains a familiarity with the technological capabilities of various types of software, including stand-alone, shared resource and shared logic systems and microcomputers including networks systems; maintains records and prepares written reports as required.

SUBJECT OF EXAMINATION: The examination will consist of a rated evaluation of training and experience. Candidates must first complete the examination application and submit it to the Dutchess County Department of Human Resources on or before the last filing date of April 15, 2026. Approved candidates will be emailed or mailed (depending upon the contact preference you indicate on your application) directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience (T&E) Questionnaire will be available on May 15, 2026, and approved candidates will be required to complete and submit this questionnaire between May 15, 2026, and 11:59 PM June 15, 2026. Candidates will not be able to claim any credit for training and experience to be gained after the application filing deadline of April 15, 2026.

Rated Evaluation of Training and Experience

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

User Support

Microcomputer Repair

APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

SEE REVERSE

IMPORTANT*****

*****IMPORTANT

ISSUED: 03/20/2026

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE
AT <https://dutchess-portal.mycivilservice.com/> or dutchessny.gov/jobs**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

If you do not receive a notice regarding the Training and Experience Questionnaire three days prior to the first date the questionnaire will be available, call the Dutchess County Department of Human Resources immediately at 845-486-2169.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).