



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN INTERDEPARTMENTAL PROMOTION TRAINING AND EXPERIENCE EXAMINATION FOR:

Title: Microcomputer/Network Support Specialist  
Number: 24444020  
Salary: \$83,044-101,182 – Dutchess County (2024 Salary)

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.**

**NOTE:** When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

**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.

**NOTE:** An Open Competitive examination is being given in conjunction with this Promotion examination. The Promotion eligible list will be certified FIRST.

**MINIMUM QUALIFICATIONS FOR EXAMINATION:** On or before April 15, 2026, to be eligible for the promotion examination, employees must meet the promotion qualifications listed below:

Candidates must be permanently employed by the County of Dutchess in the competitive class as a Microcomputer/Word Processing Support Assistant for a period of two (2) years immediately preceding April 15, 2026.

**NOTE:** According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

**SPECIAL REQUIREMENTS:**

1. Candidates must be able to transport and install equipment weighing approximately 45 pounds at a variety of locations.
2. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**DUTIES:** This is a highly technical position responsible for the planning, development, installation and full support of microcomputer systems. The incumbent works with user departments to assess needs, then develops a system to best meet those needs. The incumbent procures the necessary hardware and software, performs the initial configuration and installation, then supports the user through training and problem solving. Depending on the user, the incumbent may be required to work on a wide variety of systems, interface with mainframe systems, perform programming tasks, and install and maintain network systems. The work is performed under the general supervision of higher level administrative staff, with considerable leeway for solving problems in the field. Supervision of others is not a normal function of the position. **EXAMPLES OF WORK (Illustrative Only):** Works with user agencies to ascertain needs and develop standalone and networked systems to best address their needs; orders, receives, inventories and performs initial configuration and installation of hardware and operating software, contacting vendors as necessary to resolve any problems; maintains systems through software upgrades, the detection of viruses, correcting file error problems on disks, replacing defective equipment, and having equipment serviced; provides telephone and field support to users on hardware and peripheral equipment, software, and network system problems, contacting vendors as necessary; develops and provides training for users on hardware, software and network systems; works with user departments to develop software applications to meet their needs including programming, macros, interfaces and scripts; keeps abreast of the field of microcomputer system products, tests new software and equipment, and makes recommendations for future development and use.

**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:

Computer Programming  
Help Desk  
User Support  
Network Administration  
Data Communications  
Telecommunications  
Business/Systems Analysis  
Microcomputer Repair

APPLY ONLINE AT [WWW.DUTCHESSNY.GOV/JOBS](http://WWW.DUTCHESSNY.GOV/JOBS)

SEE REVERSE

IMPORTANT\*\*\*\*\*

\*\*\*\*\*IMPORTANT

ISSUED: 03/26/2026

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

**SENIORITY** shall be computed from the date of original permanent appointment in the classified service.  
One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year-----0 points	Over 11 years up to 16 years-----3 points
1 year up to 6 years-----1 point	Over 16 years up to 21 years-----4 points
Over 6 years up to 11 years-----2 points	Over 21 years up to 26 years-----5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

**GENERAL INFORMATION – INTERDEPARTMENTAL PROMOTIONS**

On Interdepartmental Promotion eligible lists, preference will be given to employees in the department where the vacancy exists before eligibles employed in other departments are certified. Any current department promotion lists will be certified before an interdepartmental eligible list is certified. The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

**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](http://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).