



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

Title: Programmer/Analyst Trainee  
Number: 24488020  
Salary: \$71,640 – Dutchess County (2024 Salary)

Final Application Filing Date: 05/29/2026  
Applications postmarked 05/29/2026 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 May 29, 2026, to be eligible for this examination, applicant must meet the following minimum qualifications:

- EITHER: (A) Graduation within the last three (3) years of date of application with a Bachelor’s degree in computer science, information systems, information technology, or a closely related field;  
OR: (B) Bachelor’s degree in field described in (A) above, and one (1) year of full-time work experience within the past three (3) years which primarily involved software application development for Microsoft Windows or web-based environments using an object-oriented programming language;  
OR: (C) Associate’s degree in a field described in (A) above, AND three (3) years of fulltime work experience as described in (B) of which at least one (1) year must have occurred within the past three (3) years;  
OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

**NOTES:**

1. Qualifying work experience developing software applications includes activities related to analyzing and developing the user-interface, data model, logic, and writing application code for software systems. Developing static web page content, utility scripts, spreadsheet macros, Microsoft Access databases, or personal projects will NOT be considered as qualifying experience.
2. A certification from an accredited educational institution in the subject of software development may be substituted for up to a maximum of one (1) year of required work experience.
3. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**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.

**SPECIAL REQUIREMENT:** 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 an entry level development position designed to take a candidate with either an education in the computer field or a limited background in web page development and programming and train them over a two-year period to become a full level Programmer/Analyst. During that time, they will function as a member of a development team and will gradually be given more complex assignments along with training in various areas and platforms. Upon the successful completion of the traineeship, the incumbent will be promoted to the title of Programmer/Analyst without further examination. Work is performed under the general supervision of a higher-level employee. Supervision of others is not a normal function during the traineeship. **EXAMPLES OF WORK (Illustrative Only):** Learns to develop web-based and personal computer-based applications using programming and markup languages such as C#, Python, JavaScript, HTML and XML; participates in the conversion, upgrade, and modernization of existing applications; attends training as directed; learns to research new technologies to determine how they can be incorporated into various platforms and systems; assists in the application design of client requests; performs analysis for projects; prepares client, system and computer operating instructions; defines database and report specifications; creates data models using relational database systems, file-based databases, or document-based databases; keeps abreast of networking and platform dependent technical issues and applies to work as necessary; applies current technology including network and platform dependent issues to solutions.

**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 May 29, 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 July 1, 2026, and approved candidates will be required to complete and submit this questionnaire between July 1, 2026, and 11:59 PM July 31, 2026. Candidates will not be able to claim any credit for training and experience to be gained after the application filing deadline of May 29, 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
- Business/Systems Analysis
- Web Site Development

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

SEE REVERSE

\*\*\*\*\*IMPORTANT  
ISSUED: 05/01/2026

\*\*\*\*\*IMPORTANT

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