



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

Title: Microcomputer System Specialist
Number: 24492020
Salary: \$45,000-67,000 – Salary will vary with each agency/municipality/school district

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:

Graduation from high school or possession of a high school equivalency diploma and:
EITHER: (A) Associate's degree in data processing or a closely related field and one (1) year of full-time paid work experience in data processing which primarily involved the installation and full support of microcomputer and LAN systems;
OR: (B) Two (2) years of full-time paid work experience as described in (A);
OR: (C) An equivalent combination of education, 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.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENTS:

1. An authority may require the possession of a valid New York State Driver License at time of appointment.
2. Candidates must be able to lift, carry and move equipment weighing approximately 45 pounds.

DUTIES: This is a technical position which requires extensive user contact in the support of microcomputer systems. The incumbent provides installation and maintenance service on equipment, and training on operating systems and software packages. In addition, the incumbent provides input on new hardware and software in relationship to the agencies needs, while generally keeping abreast of the field of microcomputers. Depending on the agency, the incumbent may be required to work on different systems, interface with mainframe systems, and install and maintain network systems. The work is performed under the general supervision of a higher level administrative employee, 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):** Receives, inventories, and performs initial configuration and installation of hardware and operating software, contacting vendors as necessary to resolve any problems; installs and supports local area network operating system hardware and software; relocates hardware and upgrades software on existing systems; provides telephone and field support to users on hardware, software, and network system problems; provides training to users on hardware, software, and network systems; performs routine maintenance and repairs on systems, and contacts vendors for service as necessary; maintains inventory records, service contracts, and licensing information for hardware and software; keeps abreast of the field of microcomputer system products and evaluates products for possible use with the agency.

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:

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

APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

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

SEE REVERSE

IMPORTANT*****

**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).