



**MICROCOMPUTER/WORD PROCESSING
SUPPORT ASSISTANT**
Dutchess County Office of Central and Information Services (OCIS)

Salary: \$65,924

This is a provisional position pending future civil service exam in the Dutchess County OCIS. This is a technical position in a computer center which requires extensive user contact in the training and use of selected equipment. The work involves assisting in the development, implementation and maintenance of computer systems, including personal computers and other electronic equipment. Operating systems may vary depending upon equipment. Work is performed under the general supervision of a higher-level employee. Supervision is not normally a function of the position.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's or higher-level degree in Computer Science, Computer Programming, Computer Engineering, Computer Information Systems, Information Management, Information Technology, Network Administration, Software Engineering or Cybersecurity;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid work experience which included the development, implementation and maintenance of computer systems, including personal computers and other electronic equipment, as well as training users in the use of computer hardware and software;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTES: 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.

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.

Candidates must be able to transport, move and install computer equipment weighing up to 50 pounds at a variety of locations.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 11/2/25.

An EEO/AA Employer

Posted: 10/24/25