

# OSWEGO COUNTY



**HUMAN RESOURCES DEPARTMENT**  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
PHONE: (315) 349-8209 + FAX: (315) 349-8254  
oswegocounty.com/humanresources

## EXAMINATION ANNOUNCEMENT

### LAN (LOCAL AREA NETWORK) TECHNICIAN (SCHOOLS)

**EXAMINATION NUMBER:** 21863 (Open to the Public)

**LAST FILING DATE:** Wednesday, February 23, 2022 (Applications will **NOT** be accepted after this date)

**EXAM FEE:** \$20.00 (**FEE IS NON-REFUNDABLE**)

\$10.00 (**Oswego County CSEA - CO-OP and Silver Star employees ONLY**)

Checks or Money Orders should be made out to "Oswego County". Exam fees for applications completed through our online portal can be paid online with a Visa, Mastercard, Discover or American Express credit card. Cash will **NOT** be accepted.

**SALARY/LOCATION:** Salaries vary by school district. This eligible list will be used to fill positions in school districts under the jurisdiction of the Oswego County Director of Human Resources.

**JOB DESCRIPTION:** This position is located in an Oswego County school district and involves responsibility for performing specialized work in the set up and implementation of servers, firewalls, Internet filters, switches, and other related network equipment, and network workstation configuration. Expertise is required in installing, customizing, and maintaining vendor supplied operating systems and application software for local area networks. Administers programs and files containing confidential information on the network. General supervision is received from a technology administrator and/or a business administrator. Supervision is not a function of this position. Performs related work as required.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this exam. Preference in appointment may be given to residents of the school district in which the appointment is made.

#### **MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in computer science or related field and six (6) months of experience in the operation, repair, and maintenance of personal computers in a network environment, including server setup and maintenance ; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with an associate's degree in computer science or related field and two and a half (2.5) years of the experience described in "A" above; **OR**
- C. Graduation from a regionally accredited or NYS registered college or university with an associate's degree in computer science or related field and completion of two (2) certificate courses in technical computer repair, computer networking or server support from a recognized technical business or training school and six (6) months of the experience described in "A" above; **OR**
- D. Graduation from high school or possession of an equivalency diploma including or supplemented by computer/network training and four and a half (4.5) years of the experience described in "A" above; **OR**

- E. An equivalent combination of training and experience as defined by the limits of “A,” “B,” “C,” and “D” above.

**NOTE:** Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

**SCOPE OF THE EXAM:** There is no written exam for LAN (Local Area Network) Technician (Schools). The examination will consist of a 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 PROGRAMING, HELP DESK, USER SUPPORT, NETWORK ADMINISTRATION, DATA COMMUNICATIONS, TELECOMMUNICATIONS, BUSINESS/SYSTEMS ANALYSIS AND MICROCOMPUTER REPAIR.

You will be sent information regarding the online questionnaire after the last filing date.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**EXAM FEES:** A non-refundable fee of \$20.00/\$10.00 is required for each separate examination for which you apply. The required fee must accompany your application. Please refer to the “Application for Exam or Employment” for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **Cash will not be accepted.** A \$20.00 charge will be imposed on checks returned for insufficient funds. When completing the application through our online portal you will have the option to pay online with a Visa, Mastercard, Discover or American Express credit card. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified, fail to appear, or if application is received after the last file date.

**APPLICATION DEADLINE POLICY:** Application/exam fee must be submitted to the Oswego County Human Resources Department or through the online portal before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 5:00 p.m. on the last file date or they will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: January 31, 2022  
Julie A. Bell  
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8209.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test.
14. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and CITI: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.