



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Office of Information Technology

Job Title: IT Support Specialist

Salary Range: \$53,575 - \$68,353* Gr 9 (*Based on years of service employed with Saratoga County)

Work Location: 150 West High Street, Ballston Spa, NY 12020

Classification: Competitive (Exam Required)

Job Description

Work involves a variety of technical related clerical tasks that require independent performance and proficient understanding in maintenance of financial accounts and record keeping on a personal computer. Work may require a general understanding of technical terminology as it relates to the function of the department. General supervision is received from a higher-ranking clerical or administrative employee with some leeway allowed in the application of prescribed procedures and methods to meet routine daily tasks. Supervision is not a requirement of this title. Does related work as required.

Minimum Qualifications (at least)

- A)** Possession of an Associate's Degree in Business Administration, Accounting, or Technology **OR**
- B)** Graduation from high school or possession of a high school equivalency diploma (GED) **AND** two (2) years of full-time experience working in an office setting with duties that involved financial, accounting and/or inventory maintenance; familiarity with technical language, hardware and software is preferred.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.)

Typical Work Activities (*Illustrative)

- Maintains various complex and detailed reports of physical asset inventory of hardware and equipment throughout all County locations;
- Tracks and maintains orders, receives and records delivery of equipment;
- Tracks and maintains associated information with regard to equipment and software maintenance, warranty and contracts;
- Generates and maintains Help Desk tickets with regard to setup and configuration of equipment;
- Maintains detailed records of IT software inventory for all County Departments;
- Generates, submits and maintains Requests for Quote (RFQ) as required un NYS OGS Umbrella contracts;



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

- Enters and maintains requisitions for IT purchases;
- Works on Help Desk related projects as assigned, communicating with Departments and/or end users;
- Acts as back-up for payroll processing and related reports;
- Enters and maintains invoices, vouchers and purchase orders;
- Assists in all other clerical support requirements;
- Performs a variety of relative activities as required.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent Health Insurance, Compensation Plan and NYS Retirement
- This position is being filled on a *provisional* basis pending the results of a Civil Service exam to be given at a later date.

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy(s) has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.