

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 7/1/25

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

### **Information Technology Support Technician – Library** **(TRAINING AND EXPERIENCE ONLINE)**

**EXAMINATION** #24126020

**Information Technology Support Technician – Library**, Saratoga County. The results of this eligible list will also be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Human Resources Department.

**SALARY:** VARIES BY LOCATION

**LAST DAY TO APPLY:** July 23, 2025

**LAST DAY FOR QUESTIONNAIRE SUBMISSION:** August 31, 2025

**NOTICE: RELIGIOUS ACCOMMODATIONS/HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**RESIDENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**APPLICATION FEE:** An examination fee of **\$10.00 (Residents and Non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only. CASH WILL NOT BE ACCEPTED!** Please make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Department or on our website at [www.saratogacountyny.gov](http://www.saratogacountyny.gov).**

**DISTINGUISHING FEATURES OF THE CLASS:** The Information Technology Support Technician assists in the support and maintenance of the library's network, computers and server hardware/software. This position also supports staff and the public with the use of these systems and associated services. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Possession of an Associate's Degree in Computer Technology, Data Processing, Computer Science, Electronic Technology or related field; OR
- B. Graduation from high school or possession of a GED and two (2) years' experience in installing, maintaining or repairing computer hardware, software and related equipment.

## **SCOPE STATEMENT:**

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 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

Microcomputer Repair

**ELIGIBLE LIST:** A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**USE OF CALCULATORS:** Unless otherwise notified, 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, as is the use of books or other reference materials.

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credit to your examinations score. You must request the extra credit on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government or NY State government permanent appointment.

**SECTION 85a OF THE CIVIL SERVICE LAW:** 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

**SECTION 23.2:** This entire 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 provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

**APPLICATIONS:** Applications available at the Saratoga County Human Resources Department, 40 McMaster St., Ballston Spa, NY 12020, or on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov), Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

*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.*