



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Social Services

- Job Title:** INFORMATION PROCESSING SPECIALIST
- Salary Range:** \$47,990 - \$57,689\* (\*Based on years of service employed in specified title with Saratoga County)
- Work Location:** 152 West High Street, Ballston Spa, NY 12020
- Classification:** Competitive (**Exam Required**)

### Job Description

The incumbent will be responsible for managing the entry and retrieval of specific information using database and/or spreadsheet software on a computer. Incumbents operate a computer to transcribe data from source documents, and query and generate reports as required to support technical and professional staff involved in a program. The incumbent will perform basic troubleshooting and routine repair of hardware, software, and connectivity issues. In addition, incumbents in this class may perform clerical duties in support of office operations. The work is performed under direct supervision with latitude allowed for scheduling and executing day to day duties and responsibilities. Does related work as required.

### Minimum Qualifications

- A. Possession of an Associate's Degree; **OR**
- B. Graduation from High School or possession of an Equivalency Certification (GED) and two (2) years of clerical experience entering data, running queries and generating reports from a computer database or spreadsheet program.

**NOTE:** Preference maybe given to candidates with experience in Computer Networking and those with strong knowledge of State systems and applications.

(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)

- Develops, maintains and updates computerized records containing information required for specialized programs;
- Searches and retrieves data from computerized records by use of queries or other means appropriate to the software;
- Modifies the computerized records as program information needs change or advises a programmer as to
- Provides for the distribution of reports to appropriate professional staff;
- Provides support for users experiencing computer or system issues;



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- Assists users with the operation of computer systems and standard software, and provides basic instruction on proper use and established practices;
- Assists users with the operation of various State systems and applications;
- Installs and configures personal computers, laptops, printers and peripheral equipment;
- Performs basic troubleshooting and routine repair of hardware, software, and connectivity issues;
- Communicates effectively with users and provide courteous and efficient services;
- Performs related duties as necessary.

*\*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 benefits, NYS Retirement membership and competitive Compensation Plan
- This position is being filled on a **provisional** basis pending the results of a Civil Service exam to be scheduled 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 through the date posted or until the flyer is removed.**

*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.*