



CLINTON COUNTY CIVIL SERVICE EXAMINATION

For Network and Systems Coordinator (CVES)
Training and Experience Examination
Promotional

Clinton County is an
ADA, EOE Employer

Examination No.: #23534-010

Issued: 08/07/2024
Salary Range: \$70,000 - \$75,000
Closing Date for Filing: 09/06/2024
Training and Experience Exam:
Evaluation of training and experience to be completed upon review of the initial application.

CONTACT

(518) 565-4676
137 Margaret Street, Plattsburgh, NY 12901
clintoncountygov.com

RESIDENCY REQUIREMENTS

Applicants must be residents of Clinton County, Essex County, Washington County, or Warren County for at least thirty (30) days immediately preceding the date of the examination.

DISTINGUISHING FEATURES OF THE CLASS

This technical position involves responsibility for administering, planning, developing, designing, coordinating, and overseeing the computer technology functions of a school district, including computer networking and website design. The incumbent is also responsible for the maintenance and repair of all computers and computer related equipment. The work involves analyzing hardware and software problems, researching new products, and coordinating workshops. The work is performed under general supervision of an administrative superior with wide leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

The Clinton County Department of Personnel must receive applications by **09/06/2024**. Applications received after this date will not be accepted.

VACANCIES

The eligible list established as a result of this examination will be used to fill present and future vacancies that may occur at Champlain Valley Educational Services (CVES).

MINIMUM QUALIFICATIONS

Candidates must meet the minimum qualifications at time of examination. All experience must be paid experience unless otherwise noted.

Employees must be currently employed in the competitive class or a 55-a designated position at Champlain Valley Educational Services (CVES) and must have served continuously on a permanent basis immediately preceding the date of the written test for one (1) year as Network and Systems Technician.

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SUBJECTS OF EXAMINATION

The examination will consist of a rated evaluation of training and experience.

BE SURE TO THOROUGHLY REVIEW THE FOLLOWING SUBJECTS OF EXAMINATION PRIOR TO SUBMITTING YOUR APPLICATION.

In order to verify the questionnaire referred to in **SUBJECTS OF EXAMINATION**, list all IT-related experience on your application.

BE SURE TO ATTACH TO YOUR APPLICATION AT TIME OF SUBMISSION ANY VERIFICATION FORMS – TRANSCRIPTS, DIPLOMAS, TRAINING CERTIFICATES, PROOF OF SEMINARS, ETC.

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 Programming**
- Help Desk**
- User Support**
- Network Administration**
- Data Communications**
- Telecommunications**
- Business/Systems Analysis**
- Web Site Development**
- Microcomputer Repair**

SENIORITY POINTS:

Points will be added to an eligible score as follows:

- Less than 1 year.0 Points
- 1 year up to 6 years.1 Point
- 6 years up to 11 years.2 Points
- 11 years up to 16 years3 Points
- 16 years up to 21 years4 Points
- 21 years up to 26 years5 Points

Rating of seniority is based on the length of continuous permanent classified service up to a maximum of twenty-six (26) years.

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GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than the closing date. **Be sure you answer every question before filing your application. An incomplete application may be disapproved.**

2. The Clinton County Dept. of Personnel will notify you by email, when and where to appear for the exam. If you fail to receive an email letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.

3. Restrictions on employment may exist for candidates who are under 18 years of age.

4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.

5. VETERANS: To learn about your rights regarding Civil Service exams, request a copy of Clinton County's "Veterans' Rights For Exams" Summary from the Clinton County Dept. of Personnel or visit our website: clintoncountygov.com.

6. VERIFICATION OF QUALIFICATIONS: Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.

7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.

8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 4 years.

9. RETIREMENT SYSTEM: It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. SPECIAL ARRANGEMENTS: Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.

11. RECEIPT OF APPLICATIONS: The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.

12. 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. You may not bring books or other reference materials.

13. FOR NON-CITIZENS: At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.

14. ALTERNATE TEST DATE POLICY: Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.

15. WEATHER CONDITIONS: Clinton County will attempt to hold scheduled exams regardless of weather conditions. If an exam is cancelled due to extreme weather conditions, it will be announced on our website: clintoncountygov.com – Personnel Dept. – Exam Weather Alert.

16. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.

17. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.

18. POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS: Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have "served" in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.

19. BACKGROUND INVESTIGATION: Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.

20. Clinton County is in compliance with ADA requirements.