

ADMINISTRATIVE AIDE (IT HELP DESK) – CHAUTAUQUA COUNTY GOVERNMENT
INFORMATION SERVICES

Chautauqua County's Information Services Department is seeking to fill an Administrative Aide (IT Help Desk) position in the Mayville, NY office. This position is Full-Time @ 40 hours/week (8:00 AM – 4:30 PM), Monday through Friday. Beginning salary is \$19.76/hour plus benefits with eligibility of pay increase after 6 months of employment. An Administrative Aide (IT Help Desk) is the primary contact person for all initial inquiries for computer-related questions and technical assistance by providing supportive and problem resolution services to all computer users within Chautauqua County Government. The work also involves troubleshooting computer hardware/software problems and providing resolution or referral as appropriate.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Flex Spending Account
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- 13 Paid Holidays
- Vacation & Sick Time
- Personal Days
- NYS Deferred Compensation
- Wellness Program

Minimum Qualifications: Requires graduation from high school or possession of a high school equivalency diploma and ***EITHER*** graduation from a college/university/technical school with an Associate's degree in Computer Science, Computer Information Systems or a closely related field; OR Successful completion of 60 credit hours of which 18 credits in management information systems, computer science, information technology or a closely related computer field; ***OR*** Successful completion of a certification program in hardware repair, networking or a computer-related field from a college or technical school ***PLUS*** one (1) year of full-time paid experience in computer systems support, network administration or information systems management; ***OR*** Two (2) years of experience. Possession of a certification in hardware repair, networking or a computer-related field from a technical school within five (5) years of application may be substituted for one (1) year of experience.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and ***return it, along with a copy of college degree/transcripts/certificate,*** to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County Government is an Equal Opportunity Employer