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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@chqgov.com](mailto:cchrs@chqgov.com)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website [chqgov.com](http://chqgov.com)

### **PERSONAL COMPUTER SPECIALIST**

**(2) Full-Time positions @ 40 hrs./wk. w/Benefits**

**Salary Range: \$24.99 - \$31.94/Hour**

Chautauqua County's Department of Information Services is seeking to fill two (2) Full-Time Personal Computer Specialists positions working out of the Mayville, NY office. An incumbent in this position is responsible for technical work involving the configuration, installation and troubleshooting of servers, personal computers, peripherals, and software to meet needs of an agency. Work performed is under the general supervision of an information services director or computer technician of higher rank. The Personal Computer Specialist is allowed wide leeway for the exercise of independent judgment in tasks performed. Does related work as required.

Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

**A successful candidate must be a high school graduate or equivalent and must also meet ONE (1) of the minimum qualifications listed below:**

- A. Graduation from a regionally accredited or New York State registered college, university or technical school with an Associate's degree in computer science, computer information systems or a closely related computer field and one (1) year of full-time paid experience in computer systems support, network administration or information systems management; OR
- B. Successful completion of 60 semester credit hours from a regionally accredited or New York State registered college, university or technical school which must have included eighteen (18) semester credit hours in management information systems, computer science, information technology or a closely related computer field and one (1) year of experience as listed in A above; OR
- C. Successful completion of a certification program in hardware repair, networking or a computer-related field from a regionally accredited or New York State registered college or technical school and two (2) years of experience as listed in A above; OR
- D. Three (3) years of experience as listed in A above. 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.

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

Please submit an application available on the Chautauqua County Government's website: [chqgov.com](http://chqgov.com) click on "Employment" in order to be considered for the position. **No resumes, emailed or faxed applications will be accepted.**

Please mail completed applications to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie St – Rm 144  
Mayville, NY 14757

Equal Opportunity Employer