

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE IS NOW
ACCEPTING APPLICATIONS FOR:**

NETWORK AND PC TRAINEE

Hamilton County is hiring a Network and PC Trainee with a starting salary of \$43,929 - \$46,944 (salary commensurate with experience). The position is a 35-hour work week with an excellent benefits package which includes NYS Retirement, paid time off, and health insurance. This is a training position in which the incumbent will learn the responsibility of coordinating computer activities, services, and functions in County government.

The trainee will be expected to inventory and perform initial configuration and installation of hardware and operating systems. Will be expected to contact vendors as needed to resolve any problems or order new equipment. The work is performed under the strict supervision of the contracted Network Administrator in conjunction with the Chairman of the Board of Supervisors. The incumbent performs related work as required.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's Degree in a computer related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in installation, troubleshooting or maintenance of computer equipment or end user support.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Residency Requirement: Applications accepted from candidates who are residents of a Contiguous County to Hamilton County.

Proof of minimum qualifications are required at time of application.

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel, 102 County View Drive, PO Box 174, Lake Pleasant, NY 12108 | (518) 548-6375 / personnel@hamiltoncountyny.gov

APPLICATIONS ACCEPTED UNTIL MARCH 28, 2025.