



# VACANCY NOTICE

**TITLE:** Computer Technical Assistant

**LOCATION:** Walton & Oxford, NY

**REPORTS:** Director of Instructional Support Services

**TERMS:** Full-time, 12 months

**QUALIFICATIONS:** Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam. Minimum qualifications:

- A. Graduation from high school or possession of a high school equivalency diploma and one year paid full-time or part-time equivalent experience which shall include the installation, maintenance/troubleshooting, or training in the use of hardware and/or software for microcomputers; or
- B. Graduation from high school or possession of a high school equivalency diploma and the equivalent of one year formal education/training in computer science, electronic data processing or related field.
- C. An equivalent combination of training and experience as defined within the limits of A and B above.

**RESPONSIBILITIES/DUTIES:** Assists with the installation of relocation of hardware and software of network equipment. Assists with the performance of periodic preventative maintenance in accordance with manufacturer recommendations. Assists with the preparation of network and associated equipment for installation.

**SALARY/BENEFITS:** \$15 per hour plus experience; generous benefits and leave package available.

**STARTING DATE:** September 13, 2021

**TO APPLY:** Send cover letter, resume, Delaware County civil service application and DCMO BOCES application.  
Applications reviewed as received.

DCMO BOCES Application found at:  
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:  
[http://www.co.delaware.ny.us/departments/pers/docs/employee\\_docs/DC%20Application%2020191121%20savable.pdf](http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf)

*Apply online:*  
[www.OLASjobs.org](http://www.OLASjobs.org)  
-or-  
<https://dcmo.mightyrecruiter.com>

*By mail:*  
Human Resources Department  
Delaware-Chenango-Madison-Otsego BOCES  
6678 County Road 32  
Norwich, NY 13815-3554

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws.