

**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

**TITLE: COMPUTER PROGRAMMER/ANALYST OR
SENIOR COMPUTER PROGRAMMER/ANALYST**
(Provisional * Appointment)

SALARY: Computer Programmer/Analyst: \$24.55/HR.
Senior Computer Programmer/Analyst: \$28.57/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Information Systems, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35/37 ½ / 40 Hour work weeks (Monday-Friday)


JOB SUMMARY-COMPUTER PROGRAMMER/ANALYST: The work involves learning and the use of the computer programming language to create and maintain computer software programs. The incumbent assists the Sr. Computer Programmer/Analyst by performing a variety of duties related to the operation of the Information Systems Department. The work is performed under the direct supervision of the Sr. Computer Programmer/Systems Analyst. The incumbent does related work as required.



MINIMUM QUALIFICATIONS: COMPUTER PROGRAMMER/ANALYST -Either:

- a) Possession of an Associate's Degree in applied science in computer programming or related field; or
- b) Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid experience in programming including a minimum of forty (40) hours of training in computer programming or technology; or
- c) An equivalent combination of training and experience as defined by the limits of [a] and [b].

Residency Requirement: There are no residency requirements.

(OVER)

 Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932

 essexcountyny.gov/personnel-and-civil-service  518.873.3360

Essex County is an Equal Opportunity Employer

JOB SUMMARY-SENIOR COMPUTER PROGRAMMER/ANALYST: These duties involve responsibility for assisting the Director, Information Systems in developing and implementing small to moderate sized software systems supporting the needs of the Essex County Government Center. The Senior Computer Programmer/Analyst is also responsible for writing programs and supervising the work of subordinate Computer Programmers. The work is performed under the direct supervision of the Director, Information Systems in accordance with established policies and procedures. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: SENIOR COMPUTER PROGRAMMER/ANALYST-Either:

(a) Possession of a Bachelor's Degree in Computer Science or related field, included or supplemented by sixteen (16) semester hours in computer programming and two (2) years paid experience in the operation and programming of electronic computer systems, which shall have involved systems analysis and computer programming; or

(b) Possession of an Associate's Degree in Applied Science in Electronic Data Processing and four (4) years paid experience in the operation and programming of electronic computer systems, two years of which shall have involved systems analysis and computer programming; or

(c) Graduation from high school or possession of a high school equivalency diploma, supplemented by six (6) semester hours in computer science (including programming) from a regionally accredited or New York State registered college or university and five (5) years of paid experience in the operation of electronic computer equipment, two (2) years of which shall have involved systems analysis and computer programming; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Note: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

Posting Date: May 4th, 2023

Application Deadline: May 15th, 2023



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