



ITS SPECIALIST (PROM)
RC/EL #25035010

Last date to file for Training and Experience Rating is: **February 21, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

PARTICIPATING AGENCY: Rockland County District Attorney's Office.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is technical work of a complex nature involving the responsibility for the coordinating of computer system projects and the installation of a variety of equipment in a networked system including providing overall computer system support. The incumbent will also be responsible for training users as well as the troubleshooting of equipment. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must be currently employed in the County of Rockland and have one (1) year of permanent, competitive class status there as an ITS Technician within a period of three years immediately preceding the examination date.

NOTE: If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the last filing date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF EXAMINATION:

There will be no written or oral test for these examinations. Your examination score will be based on an evaluation of your training and experience. To have your training and experience evaluated, you must submit the appropriate Training and Experience (T&E) Questionnaire by 11:59 PM EST, March 31, 2025. The Questionnaire(s) will be available March 1, 2025.

RATED EVALUATION OF TRAINING AND EXPERIENCE:

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

1. Computer Programming
2. Help Desk
3. User Support
4. Network Administration
5. Data Communications
6. Telecommunications
7. Microcomputer Repair

IMPORTANT: If your application is approved, instructions for completing training and experience questionnaire will be sent to you after the last filing date of this examination. The training and experience questionnaire will be available on the Internet, for your completion between **March 1, 2025** and **March 31, 2025**. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 364-3737 immediately upon receipt of your approval letter. Our office will then make arrangements to have you use one of the Rockland County Department of Personnel computers.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of January 21, 2025.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **March 31, 2025**, will not receive a rating.

Date Issued: 1/31/2025