



COMPUTER INSTALLATION ASSISTANT (PROM)
NYS #24630020 RC/EL #26098010

Training and Experience Questionnaire Period: November 2026; Last Filing Date: October 12, 2026

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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

- 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 AGENCIES: East Ramapo Central School District and Town of Clarkstown.

For this promotion examination, eligibles can be appointed only in the agency in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is technical work involving responsibility for assisting in the installation, configuration, troubleshooting, maintenance and minor repair of computer hardware, software and related peripheral equipment. The work is performed under the direction of a higher-level information technology employee. Does related work as required.

When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.

MINIMUM QUALIFICATIONS: You must be currently employed by East Ramapo School District or Town of Clarkstown and have one (1) year of permanent competitive class status there as a Computer Lab Aide within a period of three (3) 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 the title required to apply for this examination.

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 meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

SUBJECT OF WRITTEN EXAMINATION: There will be no written test for this examination. Your score will be based on an evaluation of your training and experience. To be considered, you must submit the required Training and Experience Questionnaire by 11:59 PM EST on **November 30, 2026**. The questionnaire will be available **November 1, 2026**.

SEE NEXT PAGE

COMPUTER INSTALLATION ASSISTANT (PROM) #24630020 (CONTINUED)

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. Help Desk**
- 2. User Support**
- 3. Network Administration**
- 4. Microcomputer Repair**

IMPORTANT: If your application is approved, you will receive instructions for completing the training and experience questionnaire after the last filing date for this examination. The training and experience questionnaire will be available online, from **November 1, 2026** through **November 30, 2026**. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 364-3737 immediately upon receiving your approval letter. Arrangements will then be made for you to use a computer at the Department of Personnel.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **November 30, 2026**, will not receive a rating.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **October 12, 2026**.

Civil Service is an Equal Opportunity/Affirmative Action Employer