

# MECHANICVILLE MUNICIPAL CIVIL SERVICE COMMISSION ANNOUNCES

An Open Competitive Examination for



## Microcomputer Technician Examination #24048020



**THIS IS A “TRAINING AND EXPERIENCE” EXAMINATION. THERE IS NO WRITTEN MULTIPLE-CHOICE TEST. THIS IS AN ONLINE EXAMINATION QUESTIONNAIRE THAT ASKS QUESTIONS ABOUT YOUR EDUCATION, TRAINING, AND WORK EXPERIENCE. THIS ONLINE QUESTIONNAIRE IS YOUR EXAMINATION, AND THE EXAMINATION PERIOD CLOSING AT MIDNIGHT ON NOVEMBER 30, 2025.**

**LAST FILING DATE:** Applications must be postmarked *or* hand-delivered by October 1, 2025:  
Civil Service Commission, DPW Building, 4 Industrial Park Rd, Mechanicville, NY 12118

**EXAM OPENS:** November 1, 2025

**EXAM CLOSING:** November 30, 2025

**STARTING SALARY:** \$42,861

**FEE:** \$15.00 non-refundable application fee. The required fee must accompany your application. Send check or money order payable to Commissioner of Accounts City of Mechanicville. Write exam and social security number on the check or money order. **DO NOT SEND CASH.** No refunds will be made if the application is disapproved be sure to compare your qualifications with admission requirements and only file if you are clearly qualified. A fee waiver can be made for persons receiving public assistance from a State or Local Social Service Agency. Claims are subject to verification, and if not supported by documentation, candidates are subject to being barred from appointment.

**LOCATION OF POSITION (S):** The eligible list established as a result of this examination will be used to fill future vacancies as they occur in the Mechanicville School District.

### **MECHANICVILLE CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER**

**Residence Requirement** –You must have been a legal resident of Saratoga, Rensselaer, Schenectady, Albany or Washington County for at least 12 months preceding the date of the examination. Preference in appointment may be given to successful candidates who have been legal residents of the City of Mechanicville for at least ONE month prior to the date of certification.

**DUTIES:** The work involves responsibility for providing first line technical assistance and support for information technology users in the school district. A Microcomputer Technician usually is the initial contact for information technology users seeking technical assistance, and diagnoses and resolves user problems and/or questions related to computer hardware, software, networks and peripheral equipment. Additionally, incumbents are responsible for the administration and maintenance of the student/administrative database programs, as well as, querying and generating reports as required to support professional staff involved in a program. The work is performed under general supervision of the Technology Coordinator with leeway for scheduling and executing day to day duties and responsibilities. Does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Technology, Computer Science or Network Administration; or
- B. Graduation from a regionally accredited or New York State registered college with an Associates' Degree in Computer Technology, Computer Science or Network Administration and two years of experience working with microcomputers; or
- C. Graduation from high school and 4 years of experience as described in (B).

**Subjects of examination:**

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:

Computer Programming	Telecommunications
Help Desk	Business / Systems Analysis
User Support	Web Site Development
Network Administration	Microcomputer Repair
Data Communications	

**Special Requirements for Appointment in School District and BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**Sabbath Observers/Disabled Candidates/Military Members:** Applicants whose religious beliefs or military service prevent their taking examination on the scheduled date disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**VETERAN CREDITS:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examinations or at any time between the dates of their application for examination and the date of establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide documentary proof indication that the service was in

the time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score indication veteran's credit.

**CROSS FILER STATEMENT:** If you have applied for any other Civil Service examination to be given on the same test date or employed with New York or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations on one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State Examination Center. Please call (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements no later than two weeks before the date of the examination. You must notify all local Government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination.

**APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE CIVIL SERVICE COMMISSION OFFICE, DPW Building, 4 Industrial Park Rd, Mechanicville, NY 12118, or by logging on to [www.mechanicvilleny.gov](http://www.mechanicvilleny.gov)**

Approved candidates will be notified by mail with instructions on how to access the online Training and Experience Questionnaire. The Questionnaire will be available on the State Website and approved candidates will be required to complete and submit this questionnaire between November 1, 2025 and midnight November 30, 2025.

**Issue Date:** September 2, 2025