Notice of Vacancy

Title: Computer Help Desk Aide

Vacancy No: 2380

Appointment Effective: October 6, 2021 (Pending Fingerprint Clearance)

Type of Appointment To Be Made: Provisional

Salary: $19.42/Hour (Step 1 as per CSEA Collective Bargaining Agreement)

Requirements of Applicants (include all pertinent prerequisites):

A. Graduation from a regionally accredited college or university or one accredited by NYS Board of Regents to grant degrees with an Associate's Degree in Computer Science, Computer Information Systems or related field;

OR

B. Completion of 60 college credits at a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with one (1) year paid work experience in a computer integrated multi-user environment that includes trouble-shooting and resolving system problems;

OR

C. Graduation from high school or possession of a high school diploma and two (2) years of paid experience in a computer lab, computer technical support or similar environment wish shall have included software and/or support.

OR

D. An equivalent combination of education and experience as defined by the limits of A thru C.

Special Requirements: Possession of a valid driver's license and the ability to lift and carry fifty (50) pounds.

General Statement of Duties: Such person(s) shall assist the IT department with the use of technology throughout the Port Jervis School District to address user questions and technical difficulties.

Benefits: As Per Contract

Person(s) interested in applying for the above position are to submit a support staff application along with three letters of personal reference and sent to:

Jessica Ellsworth, Personnel Assistant
Port Jervis City School District
9 Thompson Street
Port Jervis, NY 12771

Central Office Approval: The above described position is hereby approved and funded and notice of such vacancy is to be posted in all buildings in the Port Jervis City School District on September 13, 2021.

Mike Rydell
Superintendent of Schools

Port Jervis City School District Is An Equal Opportunity Employer
Support staff postings are anticipated to expire in ten calendar days.