

DATE: April 17, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is not a competitive class position.)



FROM: Alan Macaluso, Director of Information Services,
25 South Manor Avenue, Kingston, NY 12401

JOB VACANCY: Field Service Technician / Permanent/Provisional / Full-Time / Benefited

LOCATION: So Manor Complex

SALARY: \$29.28 / hour (Grade 13)

FILL DATE: May 8, 2024

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is primarily responsible for performing maintenance, minor repair, and installation activities on all computer and/ or audio visual equipment. Direct supervision is provided to the employee by a higher level employee. Supervision over the work of others is not a responsibility of an employee in this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods and procedures utilized in receiving and storing computer and/ or audio visual equipment and supplies; good knowledge of data processing terminology; working knowledge of purchase/ requisition procedures; skill in accessing and resolving computer and/ or audio visual machinery problems; ability to communicate with maintenance vendors and consultants; ability to understand and interpret technical manuals; ability to understand and follow moderately complex oral and written instructions; ability to prepare simple reports; manual dexterity; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. High school graduation or possession of a high school equivalency diploma and two (2) years of full-time paid experience which involved the performance of manual/ mechanical work with electrical equipment; OR
- B. Three (3) years of full-time paid experience which involved the performance of manual/ mechanical work with electrical equipment.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.