



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
C O U N T Y N Y
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Nicole Yaggle
Personnel Officer

MICRO-COMPUTER TECHNICIAN (HELP PROGRAM)

SALARY: \$48,022

DEPARTMENT: DATA PROCESSING

LAST FILE DATE: 5/19 /2026

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the installation and application of microcomputer hardware and software in a large organization with multiple equipment locations or with various user departments. The work differs from that of a programmer or computer operator in that the primary duties consist of providing technical support to micro-computer operations. The work is performed under the general supervision of the department head or higher level data processing staff. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in computer science, data processing or closely-related field; or
- B. Completion of a one year of study at a regionally accredited or New York State registered college or university including at least 15 semester credit hours in data processing or computer science courses and 12 months experience in work involving installing micro-computers and adapting micro-computer software for users; or
- C. High school diploma or GED and two (2) years of micro-computer experience consisting of installation, adapting software, maintenance and networking. Additional formal, specialized training in micro-computer systems, applications and networking will be considered; or

NOTE: Data entry, word processing and other daily operation of micro-computer or computer to produce standard copy will not be counted as qualifying experience for this position.

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.