

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Computer Services Technician	Level: I
Title Code No: 13615	Salary: \$34,563/\$39,747-\$44,739 Frequency: ANNUAL
Business Title: Desktop Support Technician	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Job ID: 153071	Hours/Shift: 7:00AM to 3:00PM or 3:00PM to 11:00PM, MONDAY - FRIDAY

Job Description

Responsible for the installation, configuration and support of various desktop related hardware and software products including Genetec video surveillance monitoring stations in a Jail environment. Installation and configuration of PC's, Laptops, Thin Clients, Printers, Scanners and Fax machines. Installation and configuration of various desktop software products such as MS Windows, Office and Genetec Omnicast. Maintenance, repair, replacement and support of all installed hardware and software.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a state's Department of Education or recognized accrediting organization and one year of satisfactory, full-time experience in computer maintenance and repair; or
2. A four-year high school diploma or its educational equivalent approved by a state's Department of Education or recognized accrediting organization and graduation from a certified technical training program in computer maintenance and repair; or
3. A satisfactory combination of education, training and/or experience equivalent to '1' or '2' above. Experience of the type described in '1' above may be substituted for high school on the basis of one year of experience for each year of high school. However, all candidates must have either one year of the type of experience described in '1' above, or graduation from a certified technical training program as described in '2' above.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Preferred Skills

Knowledge and experience installing and configuring Windows XP or Windows 7 desktops in an enterprise environment.
 Knowledge and experience installing and configuring networked, workgroup class printers in an enterprise environment.
 Capable of lifting and installing equipment up to 50 lbs.
 Capable of working in confined areas, such as under desks, counters and conference room tables.
 Strong written and verbal communications.
 Good organization and prioritization skills.
 Team player who is able to work well with others.
 Knowledge and experience with PC Hardware products from vendors such as Dell, HP and Lenovo.
 Knowledge and experience working with MS Office, Outlook, AD, Ghost or SCCM.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#153071.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#153071.

Attention: Floretha Bryant

Submission of a resume is not a guarantee that you will receive an interview.
 Only those candidates under consideration will be contacted.

Posting Date: 07/01/2014

Post Until: 07/16/2014

The City of New York is an Equal Opportunity Employer