



# Information Processing Specialist II

## The Position

Schenectady County has opportunities available for an Information Processing Specialist II. This position involves responsibility for performing complex information processing activities often involving the utilization of word processing and related software. This position differs from that of Information Processing Specialist I in that the activities performed are more complex. Incumbents format, type, revise and print text, reports, budgets, etc. following well-established guidelines. Additionally, when not engaged in equipment operation, an incumbent performs a variety of clerical duties.

**NOTE: This is a Civil Service tested position and all candidates must pass a Civil Service Examination when exam is next offered.**

## Qualifications

- Graduation from a regionally accredited or New York State registered college with an associate's degree or completion of sixty (60) credit hours; or
- Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the operation of word processing and related software.
- Typing performance will be evaluated during the probationary period.

*When college education is required to meet the minimum qualifications, a college transcript OR a copy of your diploma (may be an unofficial copy that clearly shows college name, degree/credits, etc...) **must** accompany the application for examination or application will be disapproved.*

## Salary

The annual salary for this position is \$42,324

## How to Apply

Apply online at [mycivilservice.schenectadycounty.com](http://mycivilservice.schenectadycounty.com).



*Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis*

# Schenectady County offers exceptional benefits

## **Health Benefits**

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

## **Retirement and Savings Plans**

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

## **Additional Benefits**

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

## About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:  
**[www.SchenectadyCountyNY.gov](http://www.SchenectadyCountyNY.gov)**



Schenectady County Human Resources

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