

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## **MICROCOMPUTER TECHNICIAN**

**Salary Range: \$46,202.00-\$62,374.00/YEARLY**

### **POSITION:**

Vacancy is in the Information Technology Division of the Police Department. Under general supervision, in this fast-paced environment, provides increasingly responsible, professional, and complex technical and analytical assistance in identifying and solving micro-computer problems. Assembles, installs, upgrades, maintains and modifies hardware components and software packages. Replaces, repairs and otherwise maintains external components such as printers, plotters and monitors. Configures applications software and interfaces for microcomputers to be used in conjunction with other computer hardware and networks. Performs server and workstation connection, configuration, integration and testing. Diagnoses equipment failure and causes and brings to resolution. Provides end-user support on hardware, software and network related problems, questions and use. Acts as consultant to hardware and software utilization and optimization. Compiles and prepares periodic reports. May be required to produce correspondence, draft standard letters and memorandums, or other on an as needed basis. Provides technical support training as needed. Schedules and performs preventative maintenance on all hardware systems. Provides expertise in database administration and the following software: DDSI (Digital Descriptor Systems Inc.), Active X32 (for mugshots), Client Access for IBM AS400, Cry Wolf, Cogent Live Scan, Imageware Systems and Secure ID. Excellent problem solving skills are a must. May involve some additional work hours as needed. Performs related work as required. This is a union position. The hours of work are 40 per week.

### **QUALIFICATIONS:**

Graduation from an accredited four-year college or university with major coursework in computer science or with coursework in engineering, maths, administration, economics or a closely-related field, with at least 24 credits in computer operation and/or programming. Three years of increasingly responsible professional experience in data processing. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

### **EXAMINATION:**

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application, and may include a written test, an oral test or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of computer technology, including hardware, software, and micro-computer systems and window-based automated programming; Knowledge of computerized application systems such as Word and Excel; Knowledge of Dictaphone systems and CRCOG Mobile Data applications; Ability to establish and maintain excellent working relationships with other employees and supervisory staff; Ability to adhere to strict deadlines, express oneself clearly and concisely, orally and in writing. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodations to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY, JULY 10, 2009.**

**Exam No 2584**  
**Issued: 6/24/2009**

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

**DEPARTMENT OF HUMAN RESOURCES**  
MUNICIPAL BUILDING  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103  
TELEPHONE (860) 757-9800

#### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.  
**CHANGE OF ADDRESS:** It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.