

HERKIMER COUNTY JOB OPENING

Department: Social Services

Title: Computer Operator
Anticipated, Permanent Opening, Full Time Position

Salary: \$41,583.00 (2026 base pay rate)

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the operation of an electronic computer and related peripheral equipment in conformance with programmed instructions. Employees may provide technical assistance and support in day-to-day operation of computer terminals and user software. This position does not involve responsibilities in the area of programming or systems analysis. Work is performed under general supervision on routine assignments in accordance with definitely defined procedures. Supervision is available for consultation on unusual problems and to provide instruction on new or difficult assignments. Supervision may be exercised over the work of subordinate employees. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

EITHER: (A) Six months of full-time experience in the operation of an electronic computer and related peripheral equipment;

OR: (B) One year of experience as a Data Entry Operator and successful completion of an in-service training course in operation of an electronic computer and related peripheral equipment;

OR: (C) Any equivalent combination of training and experience as defined by the limits of **(A)** and **(B)**.

SPECIAL NOTE: In the Herkimer County Government the Computer Operator may have the added duties of working in the county print shop on various projects.

CONTACT

for further information: Timothy Seymour, Commissioner of Social Services
Herkimer County Department of Social Services
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Herkimer, NY 13350
315-867-1222

Please Post for 10 Working Days (5/22/2026 through 6/8/2026)