

HERKIMER COUNTY

JOB OPENING

Department: Information Services

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

Salary: \$45,528.00 (2026 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

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 with wide latitude for using independent judgement. 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) One year of full-time experience in the operation of an electronic computer and related peripheral equipment;

Or: (B) two year of clerical experience;

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 Senior Computer Operator may have the added duties of working in the county print shop on various projects.

CONTACT

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Please Post for 10 Working Days (8/5/2026 through 8/18/2026)