

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

**EXAMINATION FOR
No. 26-510998 HARDWARE/SOFTWARE TECHNICIAN
CITY OF BINGHAMTON**

A **Training and Experience**, open competitive examination for the position of **Hardware/Software Technician** will be held for the City of Binghamton. There is no written or oral test for this examination.

SALARY: up to \$52,371 per year

Posted: 5/6/2026

A fee of **\$10.00, by check or money order only**, is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton**, and write the examination number(s) on your check or money order. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who are unemployed head of household. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 4th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at <https://www.binghamton-ny.gov/government/departments/personnel-civil-service/employment>** and must be filed at said office on or before **Tuesday, May 26, 2026 at 5 P.M.** An application for examination must be filed during the filing period listed on this announcement.

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of Broome County for at least one month immediately preceding the examination date.

RESIDENCY REQUIREMENTS FOR APPOINTMENT:
SUCCESSFUL CANDIDATES MUST BE LEGAL RESIDENTS OF BROOME COUNTY AT TIME OF APPOINTMENT AND MAINTAIN BROOME COUNTY RESIDENCY DURING ENTIRE LENGTH OF APPOINTMENT, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF BINGHAMTON.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS FOR APPOINTMENT:

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, computer repair or a closely related field and one year experience installing software and troubleshooting both hardware and software; or
- b) Three years experience as indicated above; or
- c) An equivalent combination of training and experience as indicated within the limits of A) and B).

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last 10 years.

Background Investigation and additional screenings: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer.

DUTIES: An employee in this class is responsible for the installation, maintenance and problem resolution for personal computers. The position requires frequent contact with computer users in identification of needs and resolution of hardware and software problems. Additionally, an employee in this class is responsible for providing help-desk support to employees by evaluating, diagnosing and troubleshooting computer problems related to software packages and hardware issues. The work is performed under the general supervision of a higher level supervisor. Does related work as required.

Anticipated Eligibility – Age and Education: Civil Service Law, section 54 allows applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, to take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Binghamton Civil Service Office.

SUBJECT OF EXAMINATION: The examination will consist of a rated evaluation of training and experience.

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

Computer Programming

Help Desk

User Support

Network Administration

Data Communications

Business/Systems Analysis

Microcomputer Repair

Operation of Mainframe Computer or Minicomputer and Related Peripheral Equipment

Operation of PC and Related Peripheral Equipment

Provision of Training for Users of Computers

IMPORTANT: The training and experience questionnaire will be conducted on the internet. Instructions for completing this questionnaire will be sent to approved candidates.

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

MILITARY PERSONNEL: Military Law

Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination. Contact the Binghamton Civil Service Office for more information.

Children of Firefighters and Police Officers killed in the line of duty: “In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this test.