



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52514

POSITION TITLE: SENIOR LOCAL AREA NETWORK ADMINISTRATOR **JG: 23**

LOCATION: APPELLATE DIVISION, 2ND DEPARTMENT
45 Monroe Place
Brooklyn, NY 11201

BASE SALARY: \$67,452

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; **and** one year of service in the Local Area Network Administrator title; **or** Bachelor's degree in computer science or a related field from an accredited college or university and two (2) years of local area network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments; **or** three (3) years of local are network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Senior Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System where, under supervision of administrative office personnel or local area network administrators, they are responsible for monitoring complex PC networks in order to ensure that the networks are available to all users. Senior Local Area Network Administrators install operating and application software and hardware in accordance with Department of Information Technology standards, policies, and procedures. Senior Local Area Administrators coordinate the responsibilities of local area network administrators, resolve problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

ASSIGNMENT:

The individual selected will be responsible for backup and maintenance of multiple Microsoft Windows servers in the Appellate Division, Second Judicial Department and its ancillary agencies. Additional duties include, but are not limited to: troubleshooting user network/PC/hardware/applications issues; implementing hardware and software inventory controls; creating databases, web pages and reports to enhance court operations; providing back up support for technology staff on annual or sick leave; and assisting with special projects on an ad hoc basis. Applicants must have a working knowledge of Microsoft Remote Server Administration Tools and specifically Active Directory Users and Computers. Experience with Microsoft Access, Microsoft Outlook, Filemaker Pro and the ability to program/debug WordPerfect (version X3, X7) macros and familiarity with vbrick streaming and audio/video troubleshooting issues is preferred. Travel to various court facilities located in the 10 counties of the Second Department may be required on occasion.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

William McCann
Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 15, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 6, 2015

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
