



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 12601

POSITION TITLE: SENIOR PC ANALYST**JG: 21****LOCATION:** COURT OF CLAIMS
ALBANY, NY**BASE SALARY:** \$ 61,863**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Bachelor's degree in computer science from an accredited college or university and three (3) years of experience using software such as Paradox, Lotus Approach, WordPerfect, Windows, Quattro Pro, Microsoft Office Suite, Filemaker, and C++; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Senior PC Analysts are assigned to courts, agencies, and administrative offices throughout the Unified Court System, where, under supervision of local court, agency, and administrative personnel, where they assist assessing PC training needs, training employees in the use of PC software and hardware, and assist in the analysis, design, development and enhancement of very large numbers of PC data processing systems in accordance with Unified Court System standards, policies, and procedures. Senior PC Analysts may assist in the supervision of PC Analysts, and in the development or review and evaluation of proposals for PC applications, resolve problems with the implementation and operation of computer equipment, software, and printers. Senior PC Analysts may assist with the diagnosis of PC network problems, and perform other related duties.

ASSIGNMENT: Under the supervision of the Sr. LAN Administrator, the Sr. PC Analyst will participate in all areas of computer operations support, including applications support and training and maintaining, supporting, creating and converting databases. This position will also assist in maintaining equipment inventory and updating maintenance contracts. Experience with MS Access, MS Work, MS Outlook, MS Excel, MS PowerPoint, WordPerfect, Quattro Pro, and ADBM is desirable. Travel throughout the state will be required periodically.

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 and cover letter to:

EILEEN FAZZONE
CHIEF CLERK
NEW YORK STATE COURT OF CLAIMS
ROBERT ABRAMS BUILDING FOR LAW & JUSTICE
PO BOX 7344, CAPITOL STATION
ALBANY, NEW YORK 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**POSTING DATE:** October 21, 2016**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 15, 2016

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