



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4514

POSITION TITLE: PRINCIPAL PC ANALYST **JG: 23**

LOCATION: 4th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$ 67,452

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree in computer science from an accredited college or university and five (5) 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:

Principal 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, they are responsible for supervising PC Analysts, or assist local court, agency, and administrative personnel in determining PC training needs, training employees in the use of PC hardware and software, 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. Principal PC Analysts assist 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. Principal PC Analysts may assist with the diagnosis of PC network problems, and perform other related duties.

ASSIGNMENT:

Duties require a highly organized, self-motivated individual with strong oral and written communication skills. Experience with MS Office 365, and knowledge of network architecture preferred.

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:

JOANNE B. HAELEN
DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
65 SOUTH BROADWAY, SUITE 101
SARATOGA SPRINGS, NY 12866
518-285-5099

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 11, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 1, 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.
