



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4612

POSITION TITLE: PC ANALYST **JG: 18**

LOCATION: 4th JUDICIAL DISTRICT
ADMINISTRATIVE OFFICE

BASE SALARY: \$ 52,816

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelor's degree in computer science from an accredited college or university and two (2) 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: 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 train employees in the use of PC software and hardware, and assist in the analysis, design development, and enhancement of particular PC data processing systems in accordance with Unified Court System standards, policies, and procedures. PC Analysts resolve problems with the implementation and operation of computer equipment, software, and printers. PC Analysts may work under the supervision of Senior or Principal PC Analysts, and perform other related duties.

ASSIGNMENT:

Duties include but are not limited to: providing help desk support and troubleshooting; monitoring and maintaining the daily operation of computer systems and networks; assisting in the delivery, acceptance, and installation of hardware and software; and training employees in the use of PC software and hardware. Frequent travel is required.

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: 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 by mail to:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 28, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 3, 2016

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