



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST****ANNOUNCEMENT NO. 54807**

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The Appellate Division, Fourth Judicial Department, is currently recruiting for one (1) position in the PC Analyst Series. The position to be filled will be in one of the following titles, and the title utilized will depend, in part, on the qualifications of the applicant selected. Applicant should specify the position title or titles for which they wish to be considered.

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

**BASE SALARY:** \$71,586

**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.

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**POSITION TITLE:** SENIOR PC ANALYST **JG: 21**

**BASE SALARY:** \$64,367

**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, 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.

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**LOCATION:** APPELLATE DIVISION, FOURTH DEPARTMENT  
ROCHESTER, NY

**CLASSIFICATION:** Non-Competitive

**ASSIGNMENT:**

This position is assigned to the Technical Services Unit to deliver solutions that improve outcomes, maximize efficiency and drive the Court's ability to expand service to the public with a portfolio of complex IT projects and services such as electronic filing and digital document delivery. The successful candidate will holistically analyze the Court's needs, business processes and technical infrastructure to create, monitor, maintain and upgrade: SCCM packages to deploy workstations; POWERSHELL scripts to move data, install software, remotely administer systems; HYPER-V virtual hosts; JAVASCRIPT to present dynamic web content; SHAREPOINT list and libraries; SQL to read and write data; documentation to illustrate technical concepts and procedures; reports to present actionable data and INFOSEC tools and response plans.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) with a cover letter and resume to:

Mary L. Jones, Human Resources  
Appellate Division, Fourth Department  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 200  
Rochester, NY 14604

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** May 8, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 30, 2018

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**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.**

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