



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 6406

POSITION TITLE: ASSISTANT LOCAL AREA NETWORK ADMINISTRATOR **JG: 18**

LOCATION: 6th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE - BINGHAMTON, NY

BASE SALARY: \$ 50,770

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelor's degree in computer science or a related field from an accredited college or university and one (1) year of local area network operations experience with Token ring or Ethernet operating in a DOS, Windows, or OS/2 environment; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Assistant Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under supervision of administrative office personnel and local area network administrators, they assist in the responsibility for monitoring PC networks to ensure availability to all users. They assist local area network administrators to install operating systems, applications software, and hardware in accordance with Department of Information Technology standards, policies, and procedures. They assist in the resolution of problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

ASSIGNMENT:

This position is located in the District Administrative Office, in Binghamton, NY. Duties include but are not limited to: assisting in the installation and maintenance of local area network architecture throughout the district; monitoring and maintaining the daily operation of computer systems and networks; assisting in the delivery, acceptance, and installation of hardware and software; coordination of vendor provided maintenance services; and providing help desk support and troubleshooting. 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: 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 by email to 6JDHR@courts.state.ny.us or mail to:

SUSAN LEONARDOS
HUMAN RESOURCES
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NY 13901
(607) 240 - 5350

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 5, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 1, 2014

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