



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53422

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THE APPELLATE DIVISION OF THE SUPREME COURT, THIRD JUDICIAL DEPARTMENT, IS CURRENTLY SEEKING APPLICATIONS FOR A POSITION IN THE COURT'S TECHNICAL SERVICES UNIT. THIS POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**POSITION TITLE:** SENIOR TECHNICAL MANAGER **JG: 32**

**BASE SALARY:** \$133,330

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and nine (9) years of related technical experience or an equivalent combination of education and related technical experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Technical Managers report to the Director of Technology, or designee, and are responsible for supervising units in the Division of Technology. Senior Technical Managers are responsible for establishing technical policies and priorities, managing the deployment of technical staff, ensuring the proper level of technical support is available for courts, and for oversight of large-scale projects. Under the Director of the Division of Technology, Senior Technical Managers work with executive managers to research and review technology trends and advances in order to establish priorities for technology projects and equipment and software purchases.

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**POSITION TITLE:** TECHNICAL MANAGER **JG: 30**

**BASE SALARY:** \$119,638

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and six (6) years of related technical experience or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Technical Managers work under general supervision in the Division of Technology. Technical Managers manage subordinate technical staff. They deploy staff to court locations to resolve technical problems. They work with executive and local court managers in order to set and implement technical initiatives and projects and for ensuring that all technology services are delivered in accordance with the Division of Technology policies and requirements. They oversee the management of multi-vendor client/server technology environments and coordinate the resolution of problems with computer equipment and network design. Technical Managers act as project managers and perform other related duties.

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**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
TECHNICAL SERVICES UNIT  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** Duties include but are not limited to: managing the Technical Services Unit (TSU) of the Appellate Division, Third Department; supervising, assigning, coordinating, and evaluating the work of TSU staff; managing large-scale technical and programming projects in coordination with OCA Division of Technology; managing network or system outages and providing single point of contact (SPOC) coordinating with NOC/OCA Division of Technology; vendor management; ensuring projects are delivered on-time and within budget; designing, maintaining and/or enhancing a variety of systems such as the Court's case-management system, public access and search systems, e-filing systems, the Court's internal and external web portals, public website, and internal intranet; overseeing the delivery of help-desk services; managing public webcasting of Court proceedings such as oral arguments and attorney admission ceremonies; maintaining cyber security of TSU systems and data; and providing and maintaining all electronic equipment for judicial and non-judicial staff in all of their office locations. As some travel may be required, a valid driver's license and reliable vehicle are 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. Special arrangements for people with disabilities may be made by contacting this office at 518-471-4730 prior to the interview.

**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)) and a cover letter, resume and references by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** December 5, 2024      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 2, 2025

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