



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1617

**POSITION TITLE:** SENIOR PC ANALYST

**JG: 21**

**LOCATION:** DIVISION OF ADMINISTRATION SERVICES  
ATTORNEY REGISTRATION UNIT  
25 BEAVER STREET NEW YORK, NY

**BASE SALARY:** \$ 61,863 + \$ 3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Bachelor's degree in computer science from an accredited college or university and three (3) years of experience using software such as Microsoft Office Suite including Excel, Word, PowerPoint and SharePoint, 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, where 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.

**ASSIGNMENT:**

This position will act as a technical point person responsible for troubleshooting issues/problems that arise with Attorney Registration systems and serves as a technical liaison with the Division of Technology in the analysis and development of system enhancements and maintenance issues. In addition, the successful candidate will perform fiscal tasks including revenue processing and reconciliation associated with Attorney Registration fees. Duties will also include administrative support tasks such as preparing reports and spreadsheets, database searches, and processing documents. The successful candidate should possess superior communication and computer skills with an emphasis on accounting, spreadsheets, application development and customer service.

**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)) and a resume to:

Laura A. Munz-Cebisch, Senior Management Analyst  
Division of Administrative Services - Attorney Registration Unit  
25 Beaver Street, Room 840  
New York, New York 10004

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

**POSTING DATE:** August 11, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 1, 2016

**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.**