



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 10507

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

**LOCATION:** 10<sup>th</sup> JUDICIAL DISTRICT  
NASSAU COUNTY ADMINISTRATIVE OFFICE

**BASE SALARY:** \$ 73,897 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Two years of service in PC Analyst title; **or** Bachelor's degree in computer science or related information technology field from an accredited college or university and two (2) years of Information technology/helpdesk related experience; **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 be located in the Nassau County Administrative Office and will address expanding automation, cyber security, technology, equipment, and software needs in the entire district. Senior PC Analysts are responsible for developing, organizing and conducting training sessions in the use of PC software and hardware and for keeping records and other documents relating to inventory and maintenance contracts. They also lead equipment deployments and coordinate hardware replacements. The Senior PC Analyst will assist in monitoring and tuning systems to follow "best practices" as defined by the 10th Judicial District and the Office of Court Administration. A working knowledge of Office 365 application suite, SCCM and SharePoint is preferred. The incumbent may be assigned to work on projects involving database conversions, the installation and maintenance of IP phones, IP cameras, and court facility renovations. They will work on assigned projects and complex issues with the LAN Staff. Incumbent must have a valid NYS Driver's License as travel will be required within the District.

**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 and cover letter by email to [NassauPostings@nycourts.gov](mailto:NassauPostings@nycourts.gov) or by mail to:

PAUL LAMANNA  
DISTRICT EXECUTIVE  
DISTRICT ADMINISTRATIVE OFFICE  
100 SUPREME COURT DRIVE, ROOM 136  
MINEOLA, NEW YORK 11501

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

**POSTING DATE:** February 6, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 6, 2025

**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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