



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 11417

POSITION TITLE: PRINCIPAL LOCAL AREA NETWORK ADMINISTRATOR **JG: 28**

LOCATION: 10th JUDICIAL DISTRICT - SUFFOLK COUNTY
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$107,629 + \$ 4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; and One year of service in the Associate Local Area Network Administrator title, **or** Master's degree in computer science or related information technology field from an accredited college or university and two (2) years of local area network operations experience, **or** Bachelor's degree in computer science or related information technology field from an accredited college or university and four (4) years of local area network operations experience, **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Principal Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under direction of administrative office personnel, they are responsible for supervising subordinate local area network administrators and the management of multi-vendor client/server technology environments. They are responsible for complex wide area networks in order to ensure availability of services to all users. Principal Local Area Network Administrators are responsible for planning and implementation of network strategies in accordance with Department of Information Technology standards, policies, and procedures. Principal Local Area Administrators coordinate the configuration of complex local area networks and installation of operating and application software and hardware. They coordinate resolution of problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

ASSIGNMENT: Duties include but are not limited to: supervising technical staff involved in administering all aspects of the IT Department in Suffolk County; implementing projects/policies for DOT, DAJ and other courts; supervising and evaluating the work of subordinate personnel; coordination of the resolution of computer equipment problems; assisting in developing local area network policies and procedures; planning and supervising the installation of the network architecture; managing multi-vendor client/server technology environments; reviewing reports of LAN administrators regarding malfunctions and other problems; and conducting training of LAN staff and other personnel. The successful candidate must obtain certification in Network Administration with 18 months of appointment. Acceptable certifications include any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent.

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 and cover letter by email to: 10jdsufjobs@nycourts.gov or by mail to:

WARREN G. CLARK, ESQ.
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

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

POSTING DATE: June 18, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 16, 2024

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.
