



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 3423

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THE 3<sup>RD</sup> JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE IS RECRUITING FORTWO (2) POSITIONS IN THE LOCAL AREA NETWORK ADMINISTRATOR SERIES. THE POSITIONS 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 LOCAL AREA NETWORK ADMINISTRATOR **JG: 23**

**BASE SALARY:** \$ 82,198

**QUALIFICATIONS:** Certification in Network Administration within eighteen (18) months of appointment; and One year of service in the Local Area Network Administrator title, **or** Bachelor'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** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System where, under supervision of administrative office personnel or local area network administrators, they are responsible for monitoring complex PC networks in order to ensure that the networks are available to all users. Senior Local Area Network Administrators install operating and application software and hardware in accordance with Department of Information Technology standards, policies, and procedures. Senior Local Area Administrators coordinate the responsibilities of local area network administrators, resolve problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

**ASSIGNMENT:** The individual selected will participate in all areas of desktop/technical support. Duties include, but are not limited to, troubleshooting user network/PC/hardware/application issues; implementing hardware and software inventory controls; web publishing; assisting with special projects on an as needed basis. Applicants must have working knowledge of Active Roles, Microsoft 365 Suite, Microsoft Configuration Manager, and extensive desktop troubleshooting skills. Experience with WordPerfect (version X7 or later), CSS, HTML, javascript, video streaming and audio/video troubleshooting is preferred. Acceptable certifications include any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent. Incumbent must have a valid NYS Driver's License as occasional is travel required.

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**POSITION TITLE:** ASSOCIATE LOCAL AREA NETWORK ADMINISTRATOR **JG: 25**

**BASE SALARY:** \$ 91,642

**QUALIFICATIONS:** Certification in Network Administration within (18) months of appointment; and One year of service in the Senior Local Area Network Administrator title, **or** Bachelor's degree in computer science or related information technology field from an accredited college or university and three (3) years of local area network operations experience, **or** An equivalent combination of education and experience.

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

**ASSIGNMENT:** The incumbent will plan, deliver and monitor multiple technical systems, technology infrastructure and projects; work with court managers to ensure that all technology needs are met and assess the performance of help desk personnel. This position will be responsible for evaluating and troubleshooting network servers, telecommunications equipment, courtroom technical equipment, software, hardware and for providing technical management, project plans, and projects and initiatives and performing other related duties. Travel, including overnights is required. The successful candidate must obtain certification in Network Administration with 18 months of appointment. Acceptable certification any Microsoft Administrator certification

[Administrator - Learn | Microsoft Docs](#) or equivalent. Incumbent must have a valid NYS Driver's License as occasional is travel required.

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**LOCATION:** 3<sup>RD</sup> JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE

**CLASSIFICATION:** NON-COMPETITIVE

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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: **2**.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications must 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 and resume by email to [3jdemployment@nycourts.gov](mailto:3jdemployment@nycourts.gov) or by mail to:

THIRD JUDICIAL DISTRICT OFFICE  
2500 POND VIEW, SUITE 210  
CASTLETON-ON-HUDSON, NY 12033

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

**POSTING DATE:** June 26, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 24, 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.

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