



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4508

THE 4TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE IS RECRUITING FOR ONE (1) POSITION IN THE LOCAL AREA NETWORK ADMINISTRATOR SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: LOCAL AREA NETWORK ADMINISTRATOR **JG: 21**

BASE SALARY: \$73,897

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; and One year of service in the Assistant Local Area Network Administrator title; **or** Bachelor's degree in computer science or related information technology field from an accredited college or university and one (1) year of local area network operations experience; **or** An equivalent combination of education and experience.

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

POSITION TITLE: ASSISTANT LOCAL AREA NETWORK ADMINISTRATOR **JG: 18**

BASE SALARY: \$63,083

QUALIFICATIONS: Bachelor's degree in computer science or related information technology field from an accredited college or university; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under supervision of administrative office personnel and local area network administrators, they assist in the responsibility for monitoring PC networks to ensure availability to all users. They assist local area network administrators to install operating systems, applications software, and hardware in accordance with Department of Information Technology standards, policies, and procedures. They assist in the resolution of problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

ASSIGNMENT: This position will provide general onsite technical support to the 4th District Administrative Office (IT Unit). 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 Directory, 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.

LOCATION: 4TH 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: **1**.

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) a resume and cover letter by email to 4JDJobs@nycourts.gov or by mail to:

JOANNE M. MANN
DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
101 STATE FARM PLACE, SUITE 100
MALTA, NY 12020
518-285-5099

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

POSTING DATE: January 24, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 21, 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.
