



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 4509

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THE 4<sup>TH</sup> JUDICIAL DISTRICT ADMINISTRATIVE OFFICE IS RECRUITING FOR ONE (1) POSITION IN THE PC ANALYST 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.

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

**BASE SALARY:** \$ 73,897

**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.

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**POSITION TITLE:** PC ANALYST **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** High School Diploma and four (4) years of Information technology/helpdesk related experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** 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, they train employees in the use of PC software and hardware, and assist in the analysis, design development, and enhancement of particular PC data processing systems in accordance with Unified Court System standards, policies, and procedures. PC Analysts resolve problems with the implementation and operation of computer equipment, software, and printers. PC Analysts may work under the supervision of Senior or Principal PC Analysts, and perform other related duties.

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**ASSIGNMENT:** This position is located in the District Administrative Office. Duties include but are not limited to: providing help desk support and troubleshooting; monitoring and maintaining the daily operation of computer systems and networks; assisting in the delivery, acceptance, and installation of hardware and software; and training employees in the use of PC software and hardware. Travel will be required to the courts within the 4th JD.

**LOCATION:** 4<sup>th</sup> JUDICIAL DISTRICT  
ADMINISTRATIVE OFFICE

**CLASSIFICATION:** NON-COMPETITIVE

**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 [4JDJobs@nycourts.gov](mailto: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.](#)**

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**POSTING DATE:** January 24, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 21, 2025

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**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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