



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 5417

POSITION TITLE: ASSOCIATE LOCAL AREA NETWORK ADMINISTRATOR**JG: 25****LOCATION:** 5th JUDICIAL DISTRICT ADMINISTRATIVE OFFICE**BASE SALARY:** \$91,642**CLASSIFICATION:** NON-COMPETITIVE

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: This position is assigned to the 5th Judicial District Administrative Office. Duties include but are not limited to: planning, delivering, and monitoring multiple technical systems, technology infrastructure, and projects; supervising and evaluating the work of subordinate IT staff; 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. 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](#). Incumbent must have a valid NYS Driver's License as travel is required.

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 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 cover letter and resume by email to 5JDJobs@nycourts.gov or by mail to:

DONALD C. DOERR, ESQ.

DISTRICT EXECUTIVE

FIFTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE

600 SOUTH STATE STREET, ROOM 300

SYRACUSE, NEW YORK 13202

[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.