



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 5505

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THE 5<sup>TH</sup> JUDICIAL DISTRICT IS RECRUITING FOR ONE (1) POSITION IN THE LOCAL AREA NETWORK ADMINISTRATOR SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**POSITION TITLE:** SENIOR LAN 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:** This position is assigned to the 5th Judicial District Administrative Office. Duties include but are not limited to: providing daily maintenance support for WAN and LAN issues; implementing projects for Division of Technology, Presiding Judge, and other courts; assisting in planning the installation of network architecture; resolving and monitoring cabling equipment; reviewing and explaining procedures to network users; coordinating the delivery and installation of hardware and software; and installing and conforming local area network architecture in accordance the current standards. Microsoft SCCM and Microsoft Active Directory experience is preferred. Experience with Network and PC hardware is preferred. Microsoft SharePoint, PowerShell and Web scripting, IP phone system and Sound system and AV system experience is a plus. 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 throughout the 5th Judicial District is required.

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

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

**QUALIFICATIONS:** 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.

**ASSIGNMENT:** This position is assigned to the 5th Judicial District Administrative Office. Under the direction of the Senior LAN Administrator, the LAN Administrator is responsible for planning and installing network architecture, monitoring, and maintaining the daily operation of computer systems, phone system and networks, troubleshooting WAN and LAN network issues, and planning and implementing new IT projects. Duties will also include technical phone support, resolving problems with computer

equipment, software, and printers. Microsoft SCCM and Microsoft Active Directory experience is preferred. Experience with Network and PC hardware is preferred. Microsoft SharePoint, PowerShell and Web scripting, IP phone system and Sound system and AV system experience is a plus. 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 throughout the 5th Judicial District is required.

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**LOCATION:** 5<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)) cover letter and resume at [5JDJobs@nycourts.gov](mailto:5JDJobs@nycourts.gov) or 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:** February 6, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 6, 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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