



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7413

THE 7TH 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: 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.

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: Excellent opportunity to learn and grow in a fast-paced, technically innovative, and socially impactful environment. As a member of the Seventh Judicial District Automation Team, and under the supervision of Principal/Associate LAN Administrators, the successful candidate will help to make court technology in New York State a more functional and accessible system. The Network Administrator will perform a wide range of functions to support Seventh District court operations, including but not limited to, A working knowledge in one or more of the following in Enterprise-scale Active Directory and Group Policy environments, Desktop Systems Support, and SCCM/MDT OS/Application deployments. PowerShell, Batch, or a related language and its application for automating large scale changes. Duties will also include network troubleshooting and installation, both wired and wireless. Monitoring data backups and infrastructure status. Development and presentation of end user training materials on a variety of technology concepts including Microsoft Office Suite, and OS navigation. LAN Administrators resolve and monitor cabling, networking equipment, audio visual hardware, software and configuration problems and contact vendors as needed. Experience in HTML is a plus. The applicant should provide an appropriate level of technical support for the District, assisting in the solution of complex issues as they arise. Applicant must have excellent organization skills, strong oral, and written communication, and a high level of interpersonal skills. Acceptable certifications include any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent. Incumbent must have a valid NYS Driver's License as occasional travel throughout the District may be required.

LOCATION: 7TH 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 7thhumanresources@nycourts.gov or by mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

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

POSTING DATE: June 21, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 19, 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.
