



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 51605

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**POSITION TITLE:** ASSOCIATE LOCAL AREA NETWORK ADMINISTRATOR **JG: 25**

**LOCATION:** APPELLATE DIVISION, FIRST DEPARTMENT

**BASE SALARY:** \$ 76,709 + \$3,697 Location Pay

**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 a related field from an accredited college or university and three (3) years of local area network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments, **or** Four years of local area network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments, **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:** Duties require a highly organized, self-motivated individual with strong oral and written communication skills. Experience with MS Access, Experience with MS Office 365, Visual Studio, C#, ASP.NET, and MS SQL server and knowledge of network architecture preferred.

**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 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 to:

Susanna Molina Rojas  
Clerk of the Court  
Appellate Division, First Judicial Department  
27 Madison Avenue  
New York, NY 10010

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 5, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 26, 2016

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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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