



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53304

THE APPELLATE DIVISION OF THE SUPREME COURT, THIRD JUDICIAL DEPARTMENT, IS CURRENTLY SEEKING APPLICATIONS FOR A POSITION IN THE COURT'S COMPUTER SUPPORT UNIT. ONE (1) POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES DEPENDING, IN PART, ON THE QUALIFICATIONS OF THE CANDIDATE SELECTED. APPLICANTS SHOULD SPECIFY THE POSITION TITLE OR TITLES FOR WHICH THEY WISH TO BE CONSIDERED.

POSITION TITLE: PRINCIPAL PC ANALYST JG - 23

BASE SALARY: \$64,834

QUALIFICATIONS: Bachelor's degree in computer science from an accredited college or university and five (5) years of experience using software such as Paradox, Lotus Approach, WordPerfect, Windows, Quattro Pro, Microsoft Office Suite, Filemaker, and C++; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK

Principal 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 are responsible for supervising PC Analysts, or assist local court, agency, and administrative personnel in determining PC training needs, training employees in the use of PC hardware and software, 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. Principal PC Analysts assist 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. Principal PC Analysts may assist with the diagnosis of PC network problems, and perform other related duties.

POSITION TITLE: SENIOR PC ANALYST JG - 21

BASE SALARY: \$58,298

QUALIFICATIONS: Bachelor's degree in computer science from an accredited college or university and three (3) years of experience using software such as Paradox, Lotus Approach, WordPerfect, Windows, Quattro Pro, Microsoft Office Suite, Filemaker, and C++; **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.

LOCATION: SUPREME COURT APPELLATE DIVISION
THIRD JUDICIAL DEPARTMENT
ROBERT ABRAMS BUILDING FOR LAW AND JUSTICE
ALBANY, NEW YORK

CLASSIFICATION: NON-COMPETITIVE

ASSIGNMENT: Duties will require a highly organized, self-motivated individual with strong communication skills and experience with end-user support very desirable. Knowledge of network architecture preferred. Duties will also include analysis and design of database and information systems, end-user technical support, training, installation and maintenance of network systems and printers in the Supreme Court, Appellate Division, Third Judicial Department and its auxiliary agencies under the supervision of the Technical Services Manager.

Pressing initiatives will include enterprise wide database development with .Net, MSSQL, MySQL, PHP, and other open source and Microsoft technologies in an Active Directory multi-domain environment. Knowledge of Microsoft Access development with understanding of scaling to MSSQL, ASP, Java, and or MySQL and the LAMP stack preferred.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

ROBERT D. MAYBERGER
CLERK OF THE COURT
NEW YORK STATE SUPREME COURT
APPELLATE DIVISION, THIRD DEPARTMENT
P.O. BOX 7288, CAPITOL STATION
ALBANY, NEW YORK 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 16, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 7, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
