



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 53501**

The Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking applications for a position in the Court's Technical Support Unit. The position to be filled will be in either of the following titles and the titles utilized will depend, in part, on the qualifications of the applications 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: \$66,129

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: \$59,462

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

DISTINGUISH 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: Appellate Division, Third Department
Albany, NY

CLASSIFICATION: Non-Competitive

ASSIGNMENT:

Duties require a highly organized, self-motivated individual with strong oral and written communication skills. Experience with MS Access, and VBA strongly recommended. Experience with MS Office 365, Visual Studio, C#, ASP.NET, and MS SQL server and knowledge of network architecture preferred. Duties will include database analysis and design. Pressing initiatives include conversion of legacy databases in the Supreme Court, Appellate Division, Third Judicial Department and its auxiliary agencies under the supervision of the Technical Services Manager.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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) and a resume by e-mail to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the 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: January 8, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 30, 2015

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.
