



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12602

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

LOCATION: COURT OF CLAIMS
ALBANY, NY

BASE SALARY: \$ 61,863

CLASSIFICATION: NON-COMPETITIVE

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 a related 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: 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. Experience with MS Access, MS Work, MS Outlook, MS Excel, MS PowerPoint, WordPerfect, and Quattro Pro is desirable. Travel throughout the state will be required periodically. The successful candidate must obtain certification in Network Administration within 18 months of appointment, the minimum certification accepted is MCSA (Microsoft Certified Solutions Associate).

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) and a resume and cover letter to:

EILEEN FAZZONE
CHIEF CLERK
NEW YORK STATE COURT OF CLAIMS
ROBERT ABRAMS BUILDING FOR LAW & JUSTICE
PO BOX 7344, CAPITOL STATION
ALBANY, NEW YORK 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 21, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 15, 2016

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.
