



PLEASE POST
ANNOUNCEMENT NO. 24002

THE POSITION WILL BE FILLED IN ONE (1) OF THE FOLLOWING TITLES BASED ON
THE QUALIFICATIONS AND THE EXPERIENCE OF THE APPLICANT SELECTED

POSITION TITLE: SENIOR LOCAL AREA NETWORK ADMINISTRATOR **JG: 23**

BASE SALARY: \$ 64,834 + LOCATION PAY \$3,697

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 a related field from an accredited college or university and two (2) years of local area network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments; **or** Three 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:

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.

OR

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

BASE SALARY: \$72,285 + LOCATION PAY \$3,697

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.

OR

POSITION TITLE: PRINCIPAL LOCAL AREA NETWORK ADMINISTRATOR **JG: 28**

BASE SALARY: \$84,897 + LOCATION PAY \$3,697

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; **and** One year of service in the Associate Local Area Network Administrator title, **or** Master's degree in computer science or a related field from an accredited college or university and two (2) years of local area network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments, **or** Bachelor's degree and four (4) 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:

Principal Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under direction of administrative office personnel, they are responsible for supervising subordinate local area network administrators and the management of multi-vendor client/server technology environments. They are responsible for complex wide area networks in order to ensure availability of services to all users. Principal Local Area Network Administrators are responsible for planning and implementation of network strategies in accordance with Department of Information Technology standards, policies, and procedures. Principal Local Area Administrators coordinate the configuration of complex local area networks and installation of operating and application software and hardware. They coordinate resolution of problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

CLASSIFICATION: **NON-COMPETITIVE**

ASSIGNMENT: SUPREME COURT - CRIMINAL BRANCH, NEW YORK CITY

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 three (3) 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:

BARRY CLARKE
CHIEF CLERK VII
SUPREME COURT, FIRST JUDICIAL DISTRICT
CRIMINAL BRANCH
100 CENTRE STREET, RM. 1010
NEW YORK, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 24, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 14, 2010

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