UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3602

POSITION TITLE: PC ANALYST **JG:** 18

LOCATION: 3rd JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: $ 51,783

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelor's degree in computer science from an accredited college or university and two (2) 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:
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 train employees in the use of PC software and hardware, and assist in the analysis, design development, and enhancement of particular PC data processing systems in accordance with Unified Court System standards, policies, and procedures. PC Analysts resolve problems with the implementation and operation of computer equipment, software, and printers. PC Analysts may work under the supervision of Senior or Principal PC Analysts, and perform other related duties.

ASSIGNMENT:
This position is assigned to the Town and Village support unit, under the direct supervision of a Senior PC Analyst and the general direction of the Special Counsel to the Town and Village Courts. The assignment entails assisting the Judges and staff in the approximately 124 Town and Village Courts located throughout the District, as well as assisting with operational and administrative needs for the State paid Courts in the District as directed. Duties include but are not limited to: installing and maintaining computer equipment in the Third District's Justice Courts; providing training for judges and non-judicial staff; assessing training needs and preparing training programs; troubleshooting problems related to PC's and peripheral equipment; and assisting with other operational and administrative needs as directed. Extensive travel among the 7 counties of the District (Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan, and Ulster) is required.

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 to:

BARBARA DIAMOND - HUMAN RESOURCES
THIRD JUDICIAL DISTRICT OFFICE
2500 POND VIEW, SUITE 210
CASTLETON-ON-HUDSON, NY 12033

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 21, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 11, 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.