



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT** UCS-23
**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

Announcement Number: 40001

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

LOCATION: NYS Law Reporting Bureau
One Commerce Plaza
Albany, New York 12210

BASE SALARY: \$49,777

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 WordPerfect, Windows, Quattro Pro, Microsoft Office Suite, and or an equivalent combination of education and experience.

Preference will be given to individuals familiar with the installation and maintenance of Microsoft Windows Server 2003 and with Web site maintenance, in addition to experience with Microsoft IIS, Microsoft SQL Server and Linux.

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: NYS Law Reporting Bureau, One Commerce Plaza, Albany, NY 12210.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work to be performed by the person assigned to this title. They do not include all job duties performed by employees in the title and every position does not necessarily require the same duties. 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/or a resume to:

WILLIAM J. HOOKS
STATE REPORTER
NYS LAW REPORTING BUREAU
ONE COMMERCE PLAZA, SUITE 1750
ALBANY, NEW YORK 12210

POSTING DATE: April 28, 2010

APPLICATIONS MUST BE RECEIVED BY: May 19, 2010

Questions, if any, should be submitted in writing to the above address with the application materials. Please do not telephone. Candidates selected for consideration will be notified concerning scheduled interviews. Applications received after April 28, 2010, or those received by e-mail or facsimile at any time, will not be acknowledged or considered. Applicants are encouraged to complete the EEO Data Collection Form UCS-19X.

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.
