



**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

ANNOUNCEMENT NUMBER: 40016 EXTENDED

POSITION TITLE: COMPUTER SYSTEMS ANALYST JG-18

LOCATION: NEW YORK STATE BOARD OF LAW EXAMINERS

BASE SALARY: \$49,777

CLASSIFICATION: COMPETITIVE

QUALIFICATIONS: One year of permanent, competitive service in the Computer Systems Analyst Trainee or Computer Applications Programmer title; or a Bachelor's degree from an accredited college or university and two (2) years of experience in computer programming or computer systems analysis; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision, Computer Systems Analysts assist in defining and designing computer application programs for users and perform other related duties.

ASSIGNMENT: Under the supervision of the Executive Director and the Counsel and Deputy Director of the State Board of Law Examiners, Computer Systems Analysts assist in defining and designing computer applications programs for users and perform other related duties. They confer with users to identify their data needs and define specific requirements of their applications. Assists in evaluating user requests to determine whether they can be met through the use of a computer. Assists in defining the specifications of an application, such as format, content and coding of input material, frequency of computer list production, organization of files, and methods of quality control. In addition to the general Computer Systems Analyst qualifications, the candidate is expected to demonstrate familiarity with general network connectivity, general hardware and software installation and maintenance, MS Office Suite (including Microsoft Access), VBA, VB.net programming and web site maintenance and planning.

New York State Board of Law Examiners, Corporate Plaza, Building 3, 254 Washington Avenue Extension, Albany, New York 12203-5195

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested applicants meeting the minimum qualifications must 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>). The application also must include a current resume and the names, addresses and telephone numbers of at least three references who may be contacted. Applicants are encouraged to complete the EEO Data Collection Form UCS-19X. Materials should be sent to:

John J. McAlary
Executive Director
Corporate Plaza - Building 3
254 Washington Avenue Extension
Albany, New York 12203-5195

POSTING DATE: November 7, 2012

APPLICATIONS MUST BE RECEIVED BY: December 19, 2012

**The New York State Unified Court System Is an equal opportunity employer.
Women, minorities and individuals with disabilities are encouraged to apply.**