



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52914 (Applications submitted for Ann. No. 52911 will be considered and should not reapply.)

POSITION TITLE: ASSOCIATE LOCAL AREA NETWORK ADMINISTRATOR JG-25

LOCATION: Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201

BASE SALARY: \$69,507 + \$3,555 Location Pay

CLASSIFICATION: Non-Competitive

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.

ASSIGNMENT: The successful candidate will be responsible for supporting the technology needs of approximately 80 users. Candidates must have a working knowledge of creating, maintaining and modifying Microsoft Access databases; familiarity with programming and scripting languages, including Virtual Basic and WordPerfect macros; and the ability to build, install, migrate and maintain multiple servers on a Microsoft Active Directory 2003 domain. Preference will be given to candidates who have experience with the following software and utility products: Microsoft clustering, Oracle, Altiris, Microsoft group policy management, Filemaker Pro development, C++ and web site maintenance and development. Applicants must possess strong interpersonal and organizational skills, as well as the ability to handle sensitive information in a confidential manner.

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 this 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.

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:

Appellate Division
Second Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Personnel Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 11, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 2, 2009

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