



PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07007

THERE IS CURRENTLY ONE (1) POSITION AVAILABLE THAT WILL BE FILLED IN ONE (1) OF THE FOLLOWING TITLES; TITLE TO BE DETERMINED AT THE TIME OF APPOINTMENT.

POSITION TITLE: PC ANALYST **JUDICIAL GRADE:** 18

BASE SALARY: \$49,777 ANNUALLY

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.

- OR -

POSITION TITLE: SENIOR PC ANALYST **JUDICIAL GRADE:** 21

BASE SALARY: \$58,298 ANNUALLY

QUALIFICATIONS: Bachelor's degree in computer science from an accredited college or university and three (3) 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: Senior 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, where they assist assessing PC training needs, training employees in the use of PC software and hardware, and assist in the analysis, design, development, and enhancement of very large numbers of PC data processing systems in accordance with Unified Court System standards, policies, and procedures. Senior PC Analysts may assist in the supervision of PC Analysts, and in the development or review and evaluation of proposals for PC applications, resolve problems with the implementation and operation of computer equipment, software, and printers. Senior PC Analysts may assist with the diagnosis of PC network problems, and perform other related duties.

ASSIGNMENT: The primary duties of this position will be "Help Desk" support and inventory control for the courts and agencies within the 7th District. The incumbent may help with the installation and maintenance of computer equipment and will resolve PC problems and assist in resolving network problems. He or she will troubleshoot end-user hardware and software problems and instruct end-users in the utilization of hardware and software. The incumbent may also be asked to help assess training needs, prepare course outlines and train both Judicial and non-judicial employees. He or she will work on assigned projects with the LAN Staff. Extensive travel will be required within the District.

LOCATION: 7TH JUDICIAL DISTRICT'S ADMINISTRATION OFFICE, HALL OF JUSTICE, ROCHESTER, NY
There will be extensive travel required within the eight counties of the 7th Judicial District (Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne and Yates Counties)

CLASSIFICATION: NON-COMPETITIVE

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* 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 www.nycourts.gov/careers/UCS5.pdf), and a resume to:

N.Y.S. SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
161 HALL OF JUSTICE, 99 EXCHANGE BLVD
ROCHESTER, NEW YORK 14614-2184

Fax # (585) 784-4231

E-MAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us

Applicants are encouraged to complete EEO Data Collection form UCS-19X.

DATE OF POSTING: July 7, 2010 **APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:** JULY 28, 2010

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