



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7602

POSITION TITLE: ASSOCIATE LOCAL AREA NETWORK ADMINISTRATOR **JG:** 25

LOCATION: 7th JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE

BASE SALARY: \$ 75,207

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment and One (1) 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 (4) 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 oversee complex technology projects across a variety of Court Operations both Judicial and Non-Judicial. Assist with planning hardware and software deployments covering all eight counties of the district. Assist with supervision and coordination of automation staff. Knowledge and experience in enterprise-scale Active Directory networks, Group policy, and strong proficiency in desktop systems management. Tasks will include the need for strong problem solving skills and the ability to quickly adapt to a changing end-user environment. Candidate will also work with the unit in developing and coordinating training, reviewing and preparing reports, and determining solutions to technical problems. Applicants must have excellent organization skills, strong oral and written communication, and a high level of interpersonal skills. Duties will also include installing network hardware, servers, PC equipment and peripherals. Occasional travel 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 and cover letter by email to 7thhumanresources@nycourts.gov or by fax (585) 784-4231 or mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 4, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 25, 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.
