UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40033

POSITION TITLE: SENIOR LOCAL AREA NETWORK ADMINISTRATOR **JG:** 23

LOCATION: COURT OF APPEALS

BASE SALARY: $66,129

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; **and** one year of service in the Local Area Network Administrator title; **or** Bachelor's degree in computer science or a related field from an accredited college or university and two (2) years of local area network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments; **or** three (3) years of local are 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:
Senior Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System where, under supervision of administrative office personnel or local area network administrators, they are responsible for monitoring complex PC networks in order to ensure that the networks are available to all users. Senior Local Area Network Administrators install operating and application software and hardware in accordance with Department of Information Technology standards, policies, and procedures. Senior Local Area Administrators coordinate the responsibilities of local area network administrators, resolve problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

ASSIGNMENT:
Applicants are expected to have knowledge and experience in LAN, WAN, Group Policy, and Active Directory implementation and management. Management and monitoring server and storage hardware in Windows Server, SQL Server, and Windows 2008 R2 and Windows 2012 environments. The applicant should also be proficient in Desktop Systems support, Windows 7 and above, hardware, end-user applications and networking technologies. Experience in supporting Office 365 application suite - Outlook, Word, Excel, Access and Sharepoint 2013 encouraged. Applicant must have excellent organization skills, good oral and written communication, and a high level of interpersonal skills. 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/or a resume to:

ANDREW W. KLEIN
CHIEF CLERK AND LEGAL COUNSEL TO THE COURT
NYS COURT OF APPEALS
20 EAGLE STREET
ALBANY, NEW YORK 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: February 19, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 12, 2015

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.