



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 11226_Extended

POSITION TITLE: LOCAL AREA NETWORK ADMINISTRATOR **JG: 21****LOCATION:** 10th JUDICIAL DISTRICT - SUFFOLK COUNTY
DISTRICT ADMINISTRATIVE OFFICE**BASE SALARY:** \$ 66,965 + \$4,300 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Certification in Network Administration within eighteen (18) months of appointment; **and** One year of service in the Assistant Local Area Network Administrator title; **or** Bachelor's degree in computer science or a related field from an accredited college or university **and** one (1) year of local area network operations experience; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:** Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under supervision of administrative office personnel and local area network administrators, they are responsible for monitoring PC networks to ensure availability to all users. Local Area Network Administrators configure networks, install operating systems, applications software, and hardware in accordance with Department of Information Technology standards, policies, and procedures. They resolve problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.**ASSIGNMENT:** Under the direction of the Principal LAN Administrator, duties include but are not limited to: planning and supervising the installation of network infrastructure, planning and supervising regular patch management, supervising and evaluating the work of subordinate IT staff, monitoring and maintaining the daily operation of computer systems and networks; acting as 24/7 emergency contact, troubleshooting WAN and LAN issues, and working with the Division of Technology and District Administration to plan and implement new IT projects. Knowledge and experience with device management, Active Directory, Powershell, SCCM, SharePoint, and Office 365 is a must. A candidate should have a baseline understanding of good cybersecurity practices. Travel may be required. The successful candidate must obtain certification in Network Administration with 18 months of appointment. Acceptable certifications include MCSA (Microsoft Certified Solutions Associate), or any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent.**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 to:

WARREN G. CLARK, ESQ.
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: December 7, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 1, 2023

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.