



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54905

The Appellate Division, Fourth Judicial Department is recruiting for **one (1)** position in the LAN Administrator series. The position filled will be in either of the following titles and the title utilized will depend, in part, on the qualifications of the applicant selected. Applicants should specify on the UCS-5, the position title or titles for which they wish to be considered.

ASSIGNMENT: The Appellate Division, Fourth Department is seeking applicants with the ability to work collaboratively with stakeholders, an appetite for continuous improvement and the desire to figure out how things work in order to find practical ways to invent, analyze, build and test solutions that solve problems. Responsibilities include: (a) developing and implementing process improvements in how we build, secure, manage, and maintain our desktop and server environments; (b) looking for ways we can improve our users' experience; (c) ensuring the configuration and health of all hosts; and (d) analyzing, migrating, and reporting on data. To ensure the availability, integrity, and confidentiality of services, the successful candidate will (a) conduct security awareness campaigns; (b) establish protocols to achieve regulatory compliance; (c) investigate incidents and implement recovery protocols; and (d) perform security assessments, audits, and design reviews. Must have the ability to read and understand commonly used languages such as PowerShell, JavaScript, etc. Experience with Hyper-V, Microsoft CSOM, SCCM, Office365, NoSQL and/or SQL a plus. The successful candidate must obtain certification in Network Administration within 18 months of appointment, the minimum certification accepted is MCSA (Microsoft Certified Solutions Associate) or equivalent.

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

CLASSIFICATION: NON-COMPETITIVE

POSITION TITLE: LAN ADMINISTRATOR

JG: 21

BASE SALARY: \$65,652

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment **and;** 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 One (1) year of service in the Assistant Local Area Network Administrator title; 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.

POSITION TITLE: SENIOR LAN ADMINISTRATOR

JG: 23

BASE SALARY: \$73,020

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment **and;** 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; or Three (3) years of local are network operations experience; or One (1) year of service in the Local Area Network Administrator title; 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.

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. Special arrangements for the disabled may be made by contacting the Human Resources Office of the Appellate Division, 4th Department at (585) 530-3104 prior to the interview. 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 cover letter with a resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 6, 2019

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 4, 2019

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.
