



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7506

POSITION TITLE: PC ANALYST **JG: 18**

LOCATION: 7th JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE

BASE SALARY: \$ 51,783

CLASSIFICATION: NON-COMPETITIVE

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.

ASSIGNMENT:

The successful candidate will participate in all areas of the Court Help Center. Duties include: developing, organizing and conducting training sessions in the use of PC software and hardware; keeping records and other documents relating to inventory and maintenance contracts including the installation of such equipment; and assisting in monitoring and tuning systems to follow best practices. A general knowledge of Office 365 application suite - Outlook, Word, Excel, Access and SharePoint is preferred. The PC Analyst may be assigned to work on projects involving database conversions, the installation and maintenance of IP phones and cameras, court facility renovations and web page development. A working knowledge of HTML is preferred. Duties will include installing PC equipment and peripherals. Travel is 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: 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@courts.state.ny.us 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: November 2, 2015

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