



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 8622

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

**LOCATION:** 8<sup>th</sup> JUDICIAL DISTRICT  
ADMINISTRATIVE OFFICE

**BASE SALARY:** \$ 52,816

**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:**

This position is located in the District Administrative Office, in Buffalo, NY. Duties include but are not limited to: providing help desk support and troubleshooting; monitoring and maintaining the daily operation of computer systems and networks; assisting in the delivery, acceptance, and installation of hardware and software; and training employees in the use of PC software and hardware. Regular travel will be required to courts within the 8<sup>th</sup> Judicial District.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by mail to:

DAWN LUKASIEWICZ  
PRINCIPAL COURT ANALYST  
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
92 FRANKLIN STREET  
BUFFALO, NY 14202

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** September 27, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 19, 2016

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**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.**

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