



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 24008

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**POSITION TITLE:** PRINCIPAL LAN ADMINISTRATOR **JG: 28**

**LOCATION:** SUPREME COURT - CRIMINAL TERM, NEW YORK CITY

**BASE SALARY:** \$ 84,897 + LOCATION PAY \$3,697

**CLASSIFICATION:** **NON-COMPETITIVE**

**QUALIFICATIONS:** Certification in Network Administration within eighteen (18) months of appointment; **and** One year of service in the Associate Local Area Network Administrator title, **or** Master'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** Bachelor's degree and four (4) years of local area 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:**

Principal Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under direction of administrative office personnel, they are responsible for supervising subordinate local area network administrators and the management of multi-vendor client/server technology environments. They are responsible for complex wide area networks in order to ensure availability of services to all users. Principal Local Area Network Administrators are responsible for planning and implementation of network strategies in accordance with Department of Information Technology standards, policies, and procedures. Principal Local Area Administrators coordinate the configuration of complex local area networks and installation of operating and application software and hardware. They coordinate resolution of problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

**ASSIGNMENT:** SUPREME COURT - CRIMINAL TERM, NEW YORK CITY

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

BARRY R. CLARKE ESQ.  
CHIEF CLERK VII  
SUPREME COURT - CRIMINAL TERM, NEW YORK CITY  
100 CENTRE STREET, ROOM 1000  
NEW YORK NY 10013

**\*\*\*PLEASE NOTE\*\*\***

**THOSE WHO APPLIED TO THE LAN ADMINISTRATOR SERIES ANNOUNCEMENT NO. 24002 IN APRIL 2010, NEED NOT REAPPLY. ALL APPLICATIONS RECEIVED AT THAT TIME WILL BE CONSIDERED.**

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

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**POSTING DATE:** October 27, 2010

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 19, 2010

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**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

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