



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 11406

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**POSITION TITLE:** ASSISTANT LOCAL AREA NETWORK ADMINISTRATOR **JG: 18**

**LOCATION:** 10<sup>th</sup> JUDICIAL DISTRICT - SUFFOLK COUNTY

**BASE SALARY:** \$ 63,083 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** 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:** Assistant 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 assist in the responsibility for monitoring PC networks to ensure availability to all users. They assist local area network administrators to install operating systems, applications software, and hardware in accordance with Department of Information Technology standards, policies, and procedures. They assist in the resolution of problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

**ASSIGNMENT:** Duties include but are not limited to: providing maintenance support for WAN and LAN issues; reporting and assisting in the resolution of PC issues; contacting vendors and visiting remote locations if needed; maintaining records of issues, equipment orders and installations and preparing periodic reports; assisting with implementations of projects for DOT and courts and assisting with delivery, acceptance and installation of hardware and software at designated locations. A working knowledge of Windows 10 operating systems is required and a general knowledge of software programs such as Microsoft 365 Suite including Word, Excel, Access, Teams, OneNote, PowerPoint and Web development software is preferred. Experience with PowerShell, VBScript, SQL and PHP is desirable. The Assistant LAN Administrator may be assigned to work on projects involving database conversions.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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 and cover letter by mail 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.](#)**

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**POSTING DATE:** April 16, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 14, 2024

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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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