



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12201_Extended

NEW YORK STATE COURT OF CLAIMS IS RECRUITING FOR ONE (1) POSITION IN THE LOCAL AREA NETWORK ADMINISTRATOR SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: SENIOR LAN ADMINISTRATOR JG - 23

BASE SALARY: \$74,478

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; and One year of service in the Local Area Network Administrator title, or 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 in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments, or Three 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: 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.

ASSIGNMENT: Duties include but are not limited to: providing daily maintenance support for WAN and LAN issues; implementing projects for Division of Technology, Presiding Judge and other courts; assisting in planning the installation of network architecture; resolving and monitoring cabling equipment; reviewing and explaining procedures to network users; coordinating the delivery and installation of hardware and software; and installing and conforming local area network architecture in accordance with the current standards. The successful candidate must obtain certification in Network Administration within 18 months of appointment, the minimum certification accepted is MCSA (Microsoft Certified Solutions Associate). Microsoft SCCM and Microsoft Active Directory experience is preferred. Experience with Network and PC hardware is preferred. Microsoft SharePoint, PowerShell and Web scripting, IP phone system and Sound system and AV system experience is a plus. The successful candidate must obtain certification in Network Administration with 18 months of appointment. Acceptable certifications include MCSA (Microsoft Certified Solutions Associate), or any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent.

POSITION TITLE: ASSOCIATE LOCAL AREA NETWORK ADMINISTRATOR JG - 25

BASE SALARY: \$83,034

QUALIFICATIONS: Certification in Network Administration within (18) months of appointment; and One year of service in the Senior Local Area Network Administrator title, or Bachelor's degree in computer science or a related field from an accredited college or university and three (3) years of local area network operations experience in IBM, Novell, LAN using Token Ring, Ethernet, Windows, and OS/2 operating environments, or Four 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: Associate Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under direction of administrative office personnel and Principal Local Area Network Administrators they are responsible for large, complex or multiple local area networks, supervising subordinate local area network administrators, and the management of multi-vendor client/server technology environments. They are responsible for wide area networks in order to ensure availability of services to all users. Associate Local Area Network Administrators are responsible for assisting in planning and implementation of network strategies in accordance with Department of Information Technology standards, policies, and procedures. Associate Local Area Administrators configure complex local area networks and install operating and application software and hardware. They resolve 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: planning and supervising the installation of network infrastructure, planning and supervising regular patch management, supervising and evaluating the work of subordinate IT staff, monitoring and maintaining the daily operation of computer systems and networks; acting as 24/7 emergency contact, troubleshooting WAN and LAN issues, and working with the Division of Technology and District Administration to plan and implement new IT projects. Knowledge and experience with device management, Active Directory, Powershell, SCCM, SharePoint, and Office 365 is a must. A candidate should have a baseline understanding of good cybersecurity practices. Frequent travel, including overnights is required. The successful candidate must obtain certification in Network Administration with 18 months of appointment. Acceptable certifications include MCSA (Microsoft Certified Solutions Associate), or any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent.

POSITION TITLE: PRINCIPAL LAN ADMINISTRATOR JG - 28

BASE SALARY: \$97,522

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: Duties include but are not limited to: supervising technical staff involved in administering all aspects of the IT Department in Court Of Claims; implementing projects/policies for Division of Technology, Presiding Judge and other courts; supervising and evaluating the work of subordinate personnel; assisting in developing local area network policies and procedures; planning and supervising the installation of the network architecture; managing multi-vendor client/server technology environments; reviewing reports of LAN administrators regarding malfunctions and other problems; and conducting training of LAN staff and other personnel. The successful candidate must obtain certification in Network Administration with 18 months of appointment. Acceptable certifications include MCSA (Microsoft Certified Solutions Associate), or any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent.

LOCATION: NEW YORK STATE COURT OF CLAIMS
ALBANY COUNTY

CLASSIFICATION: NON-COMPETITIVE

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) and a cover letter and resume by email to ctclpersonnel@nycourts.gov or by mail to:

NYS Court of Claims
Robert Abrams Bldg. for Law & Justice
PO Box 7344
Albany, NY 12224
Attn: Suzette Colón

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: October 5, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 16, 2022

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.
