



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40112

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

LOCATION: COURT OF APPEALS - LAW REPORTING BUREAU

BASE SALARY: \$ 61,249

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 with Token Ring or Ethernet operating in a DOS, Windows, or OS/2 environment; **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 implementation of projects for DOT and courts and assisting with delivery, acceptance and installation of hardware and software at designated locations. A working knowledge of the Windows 7 and Windows 10 operating systems is required, and a general knowledge of software programs such as office 365 Suite including Word, Excel, Access, Skype for Business, OneNote, PowerPoint, and Web development software is preferred. Experience with Filemaker and Vbscript 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) and a cover letter and resume by email to LRBApplications@nycourts.gov or by mail to:

CARA J. BROUSSEAU, STATE REPORTER
NYS LAW REPORTING BUREAU
17 LODGE STREET
CENTENNIAL HALL
ALBANY, NY 12207

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

POSTING DATE: March 29, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 26, 2023

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.
