



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4410

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

LOCATION: 4TH JUDICIAL DISTRICT

BASE SALARY: \$ 63,083

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: The successful candidate would display professional skills in Enterprise-scale Active Directory and Group Policy environments, Desktop Systems Support, SCCM/MDT OS/Application deployments, sound system design, and PowerShell or a related language with its application for automating large scale changes. Duties will involve primarily assisting the District's Judges and court employees through a Helpdesk system. However, the incumbent will also be expected to assist with network troubleshooting, installation, installation of automation equipment and installing sound systems. Applicants must have excellent organization skills, strong oral and written communication, and a high level of interpersonal skills. Incumbent must have a valid NYS Driver's License as travel throughout the District may be required.

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 4JDJobs@nycourts.gov or by mail to:

JOANNE MANN
DEPUTY DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
101 STATE FARM PLACE, SUITE 100
MALTA, NY 12020
518-285-5099

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

POSTING DATE: April 10, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 8, 2024

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