



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52227

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**POSITION TITLE:** SENIOR TECHNICAL MANAGER **JG:** 32

**LOCATION:** APPELLATE DIVISION, 2<sup>nd</sup> DEPARTMENT

**BASE SALARY:** \$120,803 + \$4,300 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and nine (9) years of related technical experience; or An equivalent combination of education and related technical experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Technical Managers are responsible for supervising Technical Units. Senior Technical Managers are responsible for establishing technical policies and priorities, managing the deployment of technical staff, ensuring the proper level of technical support is available for courts, and for oversight of large scale technical projects. Senior Technical Managers work with executive managers to research and review technology trends and advances in order to establish priorities for technology projects and equipment and software purchases.

**ASSIGNMENT:** The successful applicant will supervise the Information Technology (IT) Department in the Appellate Division of the Supreme Court, Second Judicial Department, and its ancillary agencies, which covers a 10-county geographical area (Kings, Richmond, Queens, Westchester, Rockland, Putnam, Orange, Dutchess, Nassau, and Suffolk). Applicants must possess extensive knowledge of Microsoft Windows Server, Microsoft Windows Desktop OS and some familiarity with Oracle Database computer operating systems, hardware, networking concepts, technical support tools, and business productivity tools; industry standards for technology and the delivery of technology services, and the technical needs of the courts. Additional assignments include, but are not limited to, the following: recruiting, interviewing, training, and supervising IT staff; developing budgets and systems for monitoring expenditures; managing the IP telephone system; providing technical guidance on facility related issues; overseeing the delivery of help desk services; and drafting memoranda and assisting with special projects as directed by the Chief of Staff. Excellent interpersonal and communication skills, both verbal and written, are required, as well as the ability to handle matters in a confidential manner. Knowledge of the structure and functions of courts and technical agencies, within the Unified Court System Department of Technology, is recommended.

**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 cover letter, resume and references by email to [AD2-HR@nycourts.gov](mailto:AD2-HR@nycourts.gov) or mail to:

Appellate Division, 2nd Department  
Human Resources Department  
45 Monroe Place  
Brooklyn, NY 11201

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO 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.**

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**POSTING DATE:** June 1, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 29, 2022

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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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