



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 7406**

**POSITION TITLE:** SENIOR LOCAL AREA NETWORK ADMINISTRATOR **JG: 23**

**LOCATION:** 7<sup>TH</sup> JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE

**BASE SALARY:** \$ 82,198

**CLASSIFICATION:** NON-COMPETITIVE

**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, or Three years of local area network operations experience, 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:** The successful candidate will oversee complex technology projects across a variety of court operations of both Judicial and Non-Judicial. They will work with court management to assess the technology needs of the systems and make recommendations of such. They will assist LAN administrators with moving their projects forward and focus on guiding and supporting the technology team. Incumbent should have experience in enterprise-scale Active Directory networks and proficiency in Desktop Systems software support using tools such as SCCM. PC hardware and networking technologies knowledge is preferred. Experience in supporting Office 365 application suite, web development, and scripting in PowerShell is also preferred. Knowledge of A/V wiring and concepts would be beneficial. Duties will include installing PC equipment and peripherals. Applicants must have excellent organizational skills, strong oral and written communication, and a high level of interpersonal skills. Acceptable certifications include MCSA (Microsoft Certified Solutions Associate), or any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent. Incumbent must have a valid NYS Driver's License as occasional travel is 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 must 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)) a resume and cover letter by email to [7thhumanresources@nycourts.gov](mailto:7thhumanresources@nycourts.gov) or by mail to:

AMY FIELDS - HUMAN RESOURCES  
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
HALL OF JUSTICE, ROOM 161  
ROCHESTER, NY 14614-2184  
(585) 371-3266

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)**

**POSTING DATE:** March 13, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 10, 2024

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.