



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 9416

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**POSITION TITLE:** PC ANALYST **JG: 18**

**LOCATION:** 9<sup>th</sup> JUDICIAL DISTRICT  
WESTCHESTER COUNTY

**BASE SALARY:** \$ 63,083 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Bachelor's degree in computer science from an accredited college or university and two (2) years of experience using software such as Microsoft Office Suite including Excel, Word, PowerPoint and SharePoint, Filemaker, and C++; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** PC Analysts are assigned to courts, agencies, and administrative offices throughout the Unified Court System, where, under supervision of local court, agency, and administrative personnel, they train employees in the use of PC software and hardware, and assist in the analysis, design development, and enhancement of particular PC data processing systems in accordance with Unified Court System standards, policies, and procedures. PC Analysts resolve problems with the implementation and operation of computer equipment, software, and printers. PC Analysts may work under the supervision of Senior or Principal PC Analysts, and perform other related duties.

**ASSIGNMENT:** This individual will participate in all areas of the Help desk. Duties include but are not limited to: providing help desk support and troubleshooting; monitoring and maintaining the daily operation of computer systems and networks; assisting in the delivery, acceptance, and installation of hardware and software; and training employees in the use of PC software and hardware. A working knowledge of Office 365 application suite, SCCM and SharePoint is preferred. The incumbent may be assigned to work on projects involving database conversions, the installation and maintenance of IP phones, IP cameras, and court facility renovations. Incumbent must have a valid NYS Driver's License as travel will be required within the District.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [9jDemoplyeeinformation@nycourts.gov](mailto:9jDemoplyeeinformation@nycourts.gov) or by mail to:

HON. ANNE E. MINIHAN, J.S.C.  
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD  
WHITE PLAINS, NY 10601

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

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**POSTING DATE:** March 11, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 8, 2024

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