



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1611

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**POSITION TITLE:** COURT ANALYST **JG: 18**  
(COMMUNITY MEDIATION SCHOOL CORPS PROGRAM COORDINATOR - AMERICORPS)

**LOCATION:** OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES  
OFFICE OF ALTERNATIVE DISPUTE RESOLUTION  
Castleton-On-Hudson, NY

**BASE SALARY:** \$ 52,816

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL  
**THIS POSITION IS TEMPORARY AND SUBJECT TO 12 MONTH GRANT FUNDING WITH UP TO TWO ONE-YEAR RENEWALS.**

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; **or** Bachelor's degree from accredited college or university and one (1) year of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university; **or** An equivalent combination of education and experience. **Preference will be given to candidates with Alternative Dispute Resolution (ADR) experience.**

**DISTINGUISHING FEATURES OF WORK:** Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

**ASSIGNMENT:** The Community Mediation School Corps Coordinator will manage the Community Mediation School Corps (CMSC), an initiative funded by the Corporation for National and Community Service. Through this grant to the Unified Court System, the CMSC will place 25 AmeriCorps Members with court-funded Community Dispute Resolution Centers to work in high need and under-resourced urban and rural schools. AmeriCorps members will provide peer mediation, conflict management training, conflict coaching, and restorative justice-based services in order to advance student social-emotional learning and promote positive school climate. The CMSC Coordinator will be responsible for statewide program monitoring, record keeping, recruitment, training, and mentorship of AmeriCorps Members. The CMSC Coordinator will also assist with technical support, evaluation, resource development, and program development for the CMSC.

**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 resume by email to [DPCS@nycourts.gov](mailto:DPCS@nycourts.gov) or mail to:

Monique A. Taylor  
Management Analyst  
OCA- Division of Professional and Court Services  
25 Beaver Street, 8<sup>th</sup> Floor  
New York, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** July 8, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 29, 2016

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