



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 40042

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12**

LOCATION: COURT OF APPEALS, STATE BOARD OF LAW EXAMINERS
254 Washington Avenue Ext., Corporate Plaza, Building 3, Albany, NY 12203

BASE SALARY: \$ 36,865

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or** High School Diploma or the equivalent and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Junior Court Analyst provide paraprofessional and professional support services for on- going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT:

Under supervision, the Junior Court Analyst will provide clerical support to the State Board of Law Examiners. Duties include but are not limited to: answering, screening and assigning phone calls; performing data entry; preparing correspondence; and handling reception duties. Candidates should possess excellent organizational ability, communication skills, and word processing skills.

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) with a resume to:

John J. McAlary, Executive Director
State Board of Law Examiners
254 Washington Avenue Ext., Corporate Plaza, Building 3
Albany, New York 12203

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 15, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 7, 2015

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.
