

PLEASE POST

UCS-23



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
3RD JUDICIAL DEPARTMENT

Posting No. 53909

The Mental Hygiene Legal Service, Third Judicial Department, is currently seeking a Junior Court Analyst for its Director's Office in Albany.

Position Title: Junior Court Analyst JG: 12

Location: Mental Hygiene Legal Service
Appellate Division, Third Judicial Department
40 Steuben Street, Suite 501
Albany, NY 12207

Base Salary: \$34,071

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 Analysts provide paraprofessional and professional support services for on-going projects involving research and confidential analyses, planning and other related work in the various areas including administration.

Assignment: The position will be assigned to the Director's Office of the Mental Hygiene Legal Service.

The duties of the position will include oversight and support of MHLS field operations and case management. Applicants should possess secretarial skills and be proficient in word processing and have experience with computer database operations. Knowledge of principles of office management and basics of computer operations is expected. Candidates should have the ability to handle sensitive matters on a confidential basis.

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 three (3) months. Position(s) available at this time 1.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) AND a resume to:

Sheila E. Shea, Director
Supreme Court, Appellate Division
Mental Hygiene Legal Service - Third Judicial Department
40 Steuben Street, Suite 501
Albany, New York 12207-2109

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 22, 2009

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: November 16, 2009

The New York State Unified Court System is an Equal Opportunity Employer.