



PLEASE POST



**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT
STATE OF NEW YORK
APPELLATE DIVISION, FOURTH DEPARTMENT**

ANNOUNCEMENT # 54912

THE APPELLATE DIVISION, FOURTH DEPARTMENT IS CURRENTLY RECRUITING FOR ONE (1) POSITION IN THE MANAGEMENT ANALYST SERIES. THE POSITION TO BE FILLED WILL DEPEND ON THE QUALIFICATIONS OF THE APPLICANT.

TITLE OF POSITION: PRINCIPAL COURT ANALYST **JG: 23**

BASE SALARY: \$62,343

QUALIFICATIONS: One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Principal Court Analysts work individually or as team leaders on projects that involve research and confidential analysis, planning, and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

TITLE OF POSITION: MANAGEMENT ANALYST **JG: 25**

BASE SALARY: \$69,507

QUALIFICATIONS: One year in the Principal Court Analyst title; or Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience ; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office , or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

LOCATION: Appellate Division, Fourth Department
50 East Avenue, Suite 200, Rochester, NY 14604

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT: This position is in the Human Resource/Administration Unit. The individual in this position will be primarily responsible for the preparation and oversight of nine (9) budgets, or a total of approximately \$31 million dollars in funds, including funds for personal service and non-personal service. The individual will oversee: payroll preparation; administration of employee benefits; management of time and leave; revenue processing; accounts payable; and issues related to building maintenance. Additionally, the individual will be responsible for purchasing goods and services pursuant to State contracts, developing bids and conducting an annual equipment inventory. Experience with PeopleSoft is preferred. Some travel throughout New York State is required.

Applicants must possess strong interpersonal and organizational skills, as well as the ability to handle sensitive information in a confidential manner.

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. Special arrangements for the disabled may be made by contacting the Human Resources Office of the Appellate Division, Fourth Department at (585) 530-3104 prior to the interview. 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 <http://www.nycourts.gov/careers/UCS5.pdf>) with a resume to:

Human Resources
Appellate Division, Fourth Department
50 East Avenue, Suite 200
Rochester, New York 14604

Applicants are encouraged to complete an EEO Data Collection form UCS-19X.

POSTING DATE:
November 12, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:
December 4, 2009

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.