



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 54304

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**POSITION TITLE:** ASSISTANT COURT ANALYST **JG: 16**

**POSITION LOCATIONS:** ATTORNEY GRIEVANCE COMMITTEE  
BUFFALO, NY

**BASE SALARY:** \$ 44,504

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

**ASSIGNMENT:**

This position will be in the Attorney Grievance Committee Buffalo office and will consist of general legal secretarial duties including but not limited to typing, Dictaphone transcribing, sorting office mail and filing. The candidate will also be responsible for screening visitors and telephone calls, legal preparation of petitions, pleadings, various reports, memoranda and charts, and maintaining a database. Providing general support for attorneys and investigators, preparing and processing vouchers, maintaining appointment calendars and arranging meetings. Developing methodologies for information, coding, storage, and retrieval. Assisting in developing field research methodologies. Arranging with courts for visits by analysts. Preparing statistical, financial, and other reports. Preparing simple correspondence. Screening requests and providing information and data from research projects to higher ranking analytical and administrative personnel.

**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. Special arrangements for the disabled may be made by contacting Mary L. Jones in Human Resources at 585-530-3104 prior to the interview. Position(s) available at the present time: one (1)

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are required to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or the web at <http://www.nycourts.gov/careers/UCS5.pdf>) with a resume to:

MARY L. JONES  
HUMAN RESOURCES  
M. DOLORES DENMAN COURTHOUSE  
50 EAST AVENUE, SUITE 335  
ROCHESTER, NY 14604

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

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**POSTING DATE:** AUGUST 14, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** SEPTEMBER 4, 2013

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

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