UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 8407_Extended (Applicants who previously applied to this position will be considered and do not need to reapply)

POSITION TITLE: SENIOR COURT ANALYST (PART-TIME) **JG:** 21

LOCATION: ERIE SUPREME & COUNTY COURTS

BASE SALARY: $ 59,462 @ (50%)

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience.*

*Candidates with a Master's degree in Social Work and mediation experience preferred.

DISTINGUISHING FEATURES OF WORK:
Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT:
The appointee will be assigned to work in the 8th District Supreme Court Matrimonial Division and Erie County Family Court. The appointee will be expected to perform mediation work to include: attempts to work out parenting agreements, make assessments of the needs of the parties and/or families involved and make referrals to appropriate agencies based on their assessments and the recommendations of the judge assigned to the case. Good writing skills are required.

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 http://www.nycourts.gov/careers/UCS5.pdf) and a resume by mail to:

MARIE VILLARI - PRINCIPAL ADMINISTRATIVE ASSISTANT
8th JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202
(716) 845-2505

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 16, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 2, 2015

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