



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NASSAU COUNTY

PLEASE POST
/10N ANNOUNCEMENT# 10001

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

LOCATION: COMMISSIONER OF JURORS' OFFICE
262 OLD COUNTRY ROAD
MINEOLA, NEW YORK 11501

BASE SALARY: \$62,343 + LOCATION PAY: \$3,555

CLASSIFICATION: NON-COMPETITIVE CONFIDENTIAL/TEMPORARY

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.

ASSIGNMENT: The Principal Court Analyst will be involved in all aspects of the Commissioner of Juror's Office. Responsibilities will include, but, not be limited to: overseeing the Grand Jury process; assisting in budget preparation; coordinating contracts and purchasing; interviewing, training and supervising back-office staff; overseeing all aspects of non-compliance proceedings; planning and preparing jurors summonses and questionnaires; maintaining all financial and audit records; serving as liaison to the jury management division of the Office of Court Administration.

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 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>) and a resume to:

ROBERT TRUZZOLINO, COMMISSIONER OF JURORS
COMMISSIONER OF JURORS' OFFICE
262 OLD COUNTRY ROAD
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: JANUARY 6, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: JANUARY 27, 2010

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