



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

PLEASE POST
/10N ANNOUNCEMENT# 10002

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12**

LOCATION: DISTRICT ADMINISTRATION OFFICE, NASSAU COUNTY
100 SUPREME COURT DRIVE
MINEOLA, NEW YORK 11501

BASE SALARY: \$34,071 + LOCATION PAY: \$3,555.

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 areas of budget development and court finance; personnel administration, resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT: The Junior Court Analyst position will be assigned to the District Administration Office and will be responsible for processing caseload activity information for the district. Responsibilities will include, but, not be limited to: reviewing and coding statistical information sheets received from the courts; entering statistics into the CARS (Caseload Activity Routine Selection) mainframe program; queuing and distributing reports.

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:

PAUL LAMANNA, ESQ., DISTRICT EXECUTIVE
DISTRICT ADMINISTRATION OFFICE
100 SUPREME COURT DRIVE
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.