



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 10602

POSITION TITLE: COURT ANALYST **JG: 18**

LOCATION: NASSAU COUNTY
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$ 52,816 + \$ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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

DISTINGUISHING FEATURES OF WORK:

Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

ASSIGNMENT:

This position is assigned to the Financial Management Unit in the District Administrative Office. Duties include, but are not limited to: processing a variety of payments through the Statewide Financial System (SFS); processing refunds; and assisting with purchasing, contract monitoring and statistics.

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

PAUL LAMANNA, ESQ.
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501
(516) 493-3001

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 21, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 12, 2016

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
