



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 11015**

POSITION TITLE: Principal Court Analyst **JG: 23**

LOCATION: Supreme Court, Suffolk County (Riverhead/Central Islip)

BASE SALARY: \$ 64,834 @ 50% + \$3,697 @ 50% LOCATION PAY

CLASSIFICATION: Non-Competitive/Confidential**

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: This position supports the work of the Guardianship Justices in Suffolk County Supreme Court and the mission of the Model Guardianship Part. The Principal Court Analyst works under the direct supervision of the Court Attorney Referee, Guardianship Referee and is responsible for managing the Guardianship Court's Mediation and Volunteer Case Monitor programs, identifying and evaluating treatment programs and other resources for incapacitated persons including public benefits, nursing homes, geriatric care givers, adult day care, respite care and home health care. In addition, the Principal Court Analyst assists the Guardianship Referee by serving as a liaison with Court Examiners appointed on Guardianship matters.

**** please note this is a part-time position.**

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

THOMAS F. LORITO
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NY 11722

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 22, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 13, 2010

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