



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 11908**

POSITION TITLE: ASSISTANT COURT ANALYST **JG: 16**

LOCATION: COUNTY COURT, RIVERHEAD
SUFFOLK COUNTY

BASE SALARY: \$ 42,789 @ 50% + \$3,555 @ 50% LOCATION PAY

CLASSIFICATION: Temporary

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: This position will be assigned to handle personnel matters out of the Chief Clerk's office; process appointments; handle health insurance changes, worker's compensation claims, FLMA leave requests; generate statistical reports and progress reports; handle Kronos changes and corrections as needed; assist in various areas of the court as needed.

****Please note this is a temporary 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 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 at <http://www.nycourts.gov/careers/UCS5.pdf>) and resume to:

VICTOR ROSSOMANO, CHIEF CLERK
SUFFOLK COUNTY, COUNTY COURT
210 CENTER DRIVE
RIVERHEAD, NY 11901-3310

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 26, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 16, 2009

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