



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 1303**

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

**LOCATION:** OCA - DIVISION OF PROFESSIONAL AND SERVICES  
CRIMINAL DISPOSITION REPORTING UNIT  
6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup> JUDICIAL DISTRICTS

**BASE SALARY:** \$ 49,777

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL  
**THIS POSITION IS TEMPORARY: OCTOBER 1, 2013 - SEPTEMBER 30, 2014**

**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 will be assigned to the Criminal Disposition Reporting Unit and is responsible for traveling throughout the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Judicial Districts to provide support and training for Town and Village Justice Courts on filing Orders of Protection to the state-wide Family Protection Registry. Duties will include: reviewing and analyzing reports; following up with the courts to ensure that orders are being filed in a timely and accurate manner; preparing simple correspondence; compiling data and preparing narrative for reports on the progress of the project and arranging with courts for visits to provide training and guidelines for reporting Orders of Protection. Extensive travel will be required.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work 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: 2.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

TINA RICHBURG  
COORDINATOR, CRIMINAL DISPOSITION REPORTING UNIT  
125 JORDAN ROAD  
TROY, NY 12180

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** September 3, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 24, 2013

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

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