



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 1408**

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**POSITION TITLE:** PRINCIPAL COURT ANALYST

**JG: 23**

**LOCATION:** NYC METROPOLITAN AREA  
CAPITAL DISTRICT  
UTICA

**BASE SALARY:** \$66,129 +  
(Location pay of \$3,697 for positions in NYC, Nassau, Suffolk, Westchester & Rockland Counties)  
(Location pay of \$1,848 for positions located in Dutchess, Putnam & Orange Counties)

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL  
**THIS POSITION IS TEMPORARY SUBJECT TO 2-YEAR GRANT FUNDING**

**QUALIFICATION:** 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.\*

\*A master's degree in public policy or social work, a law degree, or MBA in business administration preferred.

**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:**

Two (2) year federal grant from the Office of Juvenile Justice and Delinquency Prevention. Working in the Office of Court Administration's Child Welfare Court Improvement project under the overall direction and administrative supervision of the Project Director (Child Welfare Court Improvement Project Coordinator) and in collaboration with the Statewide Drug Court Coordinator within the Office of Policy and Planning for UCS, the responsibilities of the Principal Court Analyst (Project Manager) may include: 1) coordinating and assisting in the design, development and implementation of a model intended to expand and reform family treatment court practices across the State; 2) coordinating project steering committee meetings to conceptualize the reform; 3) promoting collaboration between system partners including NYS Office of Children and Family Services, NYS Alcoholism and Substance Abuse Services and others; 4) providing technical assistance and facilitating training to increase understanding of the initiative. A thorough working knowledge of the family court and specifically family treatment courts, child welfare system operations, family law and child welfare policy is required. The Project Manager position is a statewide position and will require statewide travel.

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

**Christine Sabino Kiesel, Esq.**  
**Coordinator, Child Welfare Court Improvement Project**  
**200 Elizabeth Street**  
**Utica, NY 13501**

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

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**POSTING DATE:** October 30, 2014      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 17, 2014

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