



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1409

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

**LOCATION:** OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES  
CASTLETON ON HUDSON, NY

**BASE SALARY:** \$ 50,770

**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:**

The Grants & Contracts unit manages external funding resources (grants) and contracts with organizations that provide services in support of court operations. Under supervision of the Senior Coordinator and Management Analysts, the Court Analyst will support the grants and contracts teams. Duties include but are not limited to: carrying a portfolio of active grants and monitoring implementation and expenditures; providing technical assistance throughout the grant development and implementation process; reviewing and submitting programmatic and fiscal reports to external funders; procurement and contracting activities; review of fiscal reconciliations and budget amendment requests for service contracts; and review and mid-level approval of accounts payable transactions in the Statewide Financial System. The successful candidate must develop and maintain positive working relationships with internal and external constituents including judges, court managers, federal and state grant project managers.

**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:

FRANK WOODS  
SENIOR COORDINATOR  
OFFICE OF COURT ADMINISTRATION  
DIVISION OF PROFESSIONAL AND COURT SERVICES  
2500 POND VIEW  
CASTLETON-ON-HUDSON, NY 12033

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

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**POSTING DATE:** November 6, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 1, 2014

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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.

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