



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1416

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

**LOCATION:** OCA - OFFICE OF JUSTICE COURT SUPPORT  
ALBANY, NY

**BASE SALARY:** \$ 45,394

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Junior Court Analyst title; **or** Bachelor's degree from 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. Knowledge of Statewide Financial System (SFS) and Foxit-Phantom is a plus. High level phone skills required. Excellent organizational skills, ability to multi-task and to work well with all levels of personnel and ability to use current technologies consistent with automating procedures within unit are preferred.

**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:**

The Office of Justice Court Support (OJCS) unit works with the Town and Village courts statewide providing legal counsel as well as education and training to the judges and court clerks. Under supervision of Principal Court Analysts and Court Analysts, the Assistant Court Analyst will support the Office of Justice Court Support and the town and village courts. Duties include but are not limited to: intimate knowledge in Microsoft Office Suite including Word, PowerPoint, OneNote, Outlook, and Excel with the ability to enter information into existing data base.

**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: 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:

NANCY SUNUKJIAN  
DIRECTOR - OFFICE OF JUSTICE COURT SUPPORT  
187 WOLF ROAD  
ALBANY, NY 12205

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

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**POSTING DATE:** November 28, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 19, 2014

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