



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1418

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

LOCATION: OCA -DIVISION OF ADMINISTRATIVE SERVICES
APPOINTMENT PROCESSING UNIT
25 BEAVER STREET NEW YORK, NY

BASE SALARY: \$ 45,394 + \$3,697 Location Pay

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.
Knowledge of word processing, spreadsheets and database software in a windows based environment is strongly 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 individual assigned to this position will be responsible for providing support in the Division of Administrative Services. The duties of the position include, but are not limited to, telephone inquiries, responses to email, light bookkeeping, data entry, confidential database searches, interdepartmental interaction, records management, training, reviewing and processing documents and other related materials, analyzing and problem solving, preparing reports, and making recommendations. Superior communication skills, computer experience and general office support skills are essential. This individual may also be asked to provide clerical assistance in other units of the Division on an as-needed basis.

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) and a resume to:

MARTINE CHARLES-CATOR
PRINCIPAL COURT ANALYST
DIVISION OF ADMINISTRATIVE SERVICES
APPOINTMENT PROCESSING UNIT
25 BEAVER STREET, ROOM 840
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 3, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 24, 2014

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.
