



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 1826**

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**POSITION TITLE:** SENIOR COURT ANALYST

**JG: 21**

**LOCATION:** OFFICE OF COURT ADMINISTRATION  
OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE - OUTSIDE NYC  
ALBANY, NY

**BASE SALARY:** \$64,367

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

**ASSIGNMENT:**

Under the direction of the Deputy Chief Administrative Judge for Courts Outside New York City, this position will serve the dual role of Third Judicial District fiduciary liaison and assist the Deputy Chief Administrative Judge's Office with Part 36 initiatives and implementation of best practices statewide. The district fiduciary liaison is responsible for assisting OCA, the District Administrative Judge, District Executive and Chief Clerks regarding district operations to ensure that all judges and non-judicial staff are in compliance with Parts 26 and 36 of the Rules of the Chief Judge for all courts in the district. Duties include but are not limited to: ensuring that all filings, required by Parts 26 and 36, are completed and that the information contained in those filings are entered into the fiduciary database; monitoring district fiduciary clerks in their duties and caseload; acting as a primary or back-up fiduciary clerk for the district when needed and maintaining a limited active caseload; conducting regular audits of the fiduciary database to identify persistent data entry errors, reporting those error trends to appropriate court personnel and monitoring compliance; meeting regularly with district fiduciary clerks to review and discuss the fiduciary appointment process; providing timely educational and training updates regarding Parts 26 and 36 to judges, fiduciary clerks, court manager, chambers staff, and court clerks; identifying gaps in training and providing assistance; monitoring and tracking training provided to fiduciary clerks and chambers staff to ensure that all are viewing training videos, attending training seminars, and have access to best practice guides and other fiduciary related training materials; analyzing statistical reports to identify trends and gaps in reporting; answering questions from court users regarding appointments, eligibility, compensation and the database; acting as a liaison with OCA on complex questions; assisting with implementing best practices in the district. In addition, this position is responsible for providing statewide oversight, support and training to district fiduciary liaisons and county fiduciary clerks outside New York City; acting as a liaison to technical staff to assist in the development of a new fiduciary database system; and performing other duties such as reviewing data, preparing reports, and assisting with special fiduciary related projects, meetings and initiatives. Statewide travel is required.

**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 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:

Jennifer DiLallo  
Deputy Chief of Staff to the Deputy Chief Administrative Judge  
New York State Unified Court System  
4 Empire State Plaza, Suite 2001,  
Albany, NY 12223

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

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**POSTING DATE:** September 20, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 12, 2018

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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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