POSITION TITLE: MANAGEMENT ANALYST  JG: 25

LOCATION: OCA - DIVISION OF TECHNOLOGY
TROY, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

BASE SALARY: $81,402

QUALIFICATIONS: One year in the Principal Court Analyst title; or Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

ASSIGNMENT: This position will primarily serve as an analyst/support resource for Town & Village Justice Courts in the areas of case management system support and criminal disposition reporting. The candidate should be detail-oriented, have strong problem-solving and analytic skills, have the ability to work with a wide range of court staff, have excellent communication skills, knowledge of the CourtRoom Program or other court case management systems, and experience with the operations of trial courts.

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.

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:

Susanne Sloan
Principal Court Analyst
Office of Court Administration, Division of Technology
125 Jordan Road
Troy, NY 12180
dotapply@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 6, 2019  APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 27, 2019