



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 24009**

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: SUPREME COURT-CRIMINAL TERM, NEW YORK CITY

BASE SALARY: \$58,298 + LOCATION PAY \$3,697

CLASSIFICATION: **NON-COMPETITIVE/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: ADMINISTRATIVE OFFICE - HUMAN RESOURCES DEPARTMENT

This assignment will involve all aspects of the court's human resources department as well as budget planning and preparation. Responsibilities include but are not limited to: personnel-related paperwork such as new hire forms, workers compensation, health benefit changes, canvassing of civil service lists, additionally they will be responsible to oversee numerous annual projects, entry of personnel-related transactions in HRMS, timekeeping, and supervision of a Court Analyst.

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) and a resume to:

ROSE HALLORAN
PERSONNEL DEPARTMENT
SUPREME COURT- CRIMINAL TERM, NEW YORK CITY
100 CENTRE STREET, ROOM 1201
NEW YORK, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 29, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 22, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
