



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 28907

POSITION TITLE: COURT ANALYST **JG: 18**

LOCATION: RICHMOND COUNTY, SUPREME COURT

BASE SALARY: \$ 47,860 @ 50% + LOCATION PAY \$3,555 @ 50%

CLASSIFICATION: **NON-COMPETITIVE/CONFIDENTIAL**

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

DISTINGUISHING FEATURES OF WORK:

Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

ASSIGNMENT: RICHMOND COUNTY, SUPREME COURT
PART - TIME

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 three (3) 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:

PATRICIA MCNAMARA
MANAGEMENT ANALYST
RICHMOND COUNTY, SUPREME COURT
18 RICHMOND TERRACE - Room 303
STATEN ISLAND, NY 10301

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 15, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 5, 2009

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