



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 30005

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

**LOCATION:** SURROGATE'S COURT, NEW YORK COUNTY

**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 - HR and Purchasing Departments. Human Resources responsibilities include but are not limited to: new hires, FMLA, health benefits updates, timekeeping and canvassing of civil service lists. Purchasing responsibilities include but are not limited to: preparation of purchase orders, voucher payments, and update of the court's supply and furniture databases. Ability to multi-task and working knowledge of Microsoft Excel and Access a plus.

**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: **2**.

**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:

JUDGE NORA S. ANDERSON  
NEW YORK COUNTY SURROGATE'S COURT  
31 CHAMBERS STREET, ROOM 510  
NEW YORK, NY 10007

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

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**POSTING DATE:** November 12, 2010

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 6, 2010

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

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