



**PLEASE POST**  
ANNOUNCEMENT NO. 52011

---

**MHLS is currently recruiting for one (1) position in the Court Analyst series. The position will be filled with one of the following titles and will be dependent on the qualifications and experience of the applicant selected.**

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

**BASE SALARY:** \$49,777 + \$3,697 Location Pay

**QUALIFICATIONS:** One (1) year in the Assistant Court Analyst Title; OR Bachelor's degree from an 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.

---

**POSITION TITLE:** ASSISTANT COURT ANALYST JG - 16

**BASE SALARY:** \$44,504 + \$3,697 Location Pay

**QUALIFICATIONS:** One (1) year in the Junior Court Analyst Title; OR Bachelor's degree from an accredited college or university; OR High school diploma or the equivalent and four (4) years of relevant experience; OR an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Assistant Court Analysts provide professional level assistance to Court Analysts and high level personnel in the Analyst Series and to other non-judicial administrators within the Unified Court System in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst and Senior Court Analyst or other non-judicial administrators within the Unified Court System, are designed to enhance the professional growth of the employee.

---

**LOCATION:** Mental Hygiene Legal Service  
Mineola, New York

**CLASSIFICATION:** **Non-Competitive/Confidential - TEMPORARY**

**ASSIGNMENT:** Assignment includes, but is not limited to: assisting the Director with preparation of the annual budget; reviewing and tracking expenditures and appropriations; reporting fiscal developments to the Director; maintaining and communicating agency's knowledge of fiscal rules and regulations; ordering and processing payments for supplies, equipment, phone systems, furnishings, service contracts, travel and lodging expenses; and maintaining leases for commercial property.

**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 this 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.

**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.courts.state.ny.us](http://www.courts.state.ny.us)) and a resume to:

**Mental Hygiene Legal Service  
Appellate Division, Second Judicial Department  
170 Old Country Road, Room 500  
Mineola, New York 11501  
Sidney Hirschfeld, Director**

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

---

**POSTING DATE:** May 21, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 11, 2010

---

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

---

---