



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52412

PROMOTIONAL OPPORTUNITY**POSITION TITLE:** PRINCIPAL COURT ANALYST **JG: 23****LOCATION:** APPELLATE DIVISION, 2ND DEPARTMENT**BASE SALARY:** \$ 64,834 + \$3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** One year in the Senior Court Analyst title; **or** Bachelor's degree from an accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

ASSIGNMENT:

The successful applicant will provide assistance to the Chief of Staff of the Appellate Division Second Department and its ancillary agencies. Duties include, but are not limited to: review, prepare and data enter Claims for Payment, Travel, Purchase Orders, Encumbrances, Journal Vouchers, Interagency Payments as well as all other fiscal documents into the Statewide Financial System (SFS); ensuring supporting documentation is present and complies with internal controls and UCS rules; procuring goods and services while adhering to purchasing rules; maintain equipment inventories; answering inquiries and resolving issues with ancillary agencies and vendors; facility maintenance; records management; excellent interpersonal, writing and communication skills are required as well as the ability to handle sensitive issues in a confidential manner; familiarity with the fiscal policies/procedures of the NYS Controller as well as the UCS Contract and Procurement Procedures Manual; strong SFS, Excel, and word processing skills.

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: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

APPELLATE DIVISION, 2ND DEPARTMENT
45 MONROE PLACE
BROOKLYN, NEW YORK 11201
ATTENTION: MARY O'DONOGHUE, HUMAN RESOURCES DIRECTOR

POSTING DATE: September 5, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 26, 2014

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.