



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52526

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

LOCATION: GRIEVANCE COMMITTEE, 2ND/ 11TH / 13TH DISTRICT
335 Adams Street
Brooklyn, New York 11201

BASE SALARY: \$ 46,301 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 higher level personnel in the Analyst Series 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 or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT:

The Grievance Committee Assistant Court Analyst serves as a legal secretary for a staff of ten (10) lawyers who investigate and prosecute attorneys who have engaged in professional misconduct. Duties include, but are not limited to: formatting legal pleadings, motions and briefs; preparing legal backs and copying and collating exhibits; drafting orders and affidavits of service for filing with the Appellate Division; preparing notices of entry and legal backs for court decisions and orders; answering in-person, telephone and written inquiries from complainants and the general public; assisting clerical staff with preparation of correspondence, setting up and closing files, and data entry; assisting with the preparation of quarterly and annual statistics; assisting with preparation of monthly agenda of cases. Proficiency in Word Perfect and MS Word required. Prior legal secretarial experience preferred.

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:

DIANA M. KEARSE, CHIEF COUNSEL
GRIEVANCE COMMITTEE, 2ND / 11TH / 13TH DISTRICT
335 ADAMS STREET, SUITE 2400
BROOKLYN, NEW YORK 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 24, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 14, 2015

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.
