

PLEASE POST



**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT
STATE OF NEW YORK
APPELLATE DIVISION, FOURTH DEPARTMENT**

ANNOUNCEMENT # 54202

TITLE OF POSITION: COURT ANALYST JG: 18

BASE SALARY: \$49,777

LOCATION: Attorney Grievance Committee
50 East Avenue, Rochester, New York

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 work experience.

*Preference may be given to applicants with a Bachelor's degree and background/experience in accounting and computer databases, and strong verbal and written communication skills.

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: This position will support the attorneys in the Rochester Attorney Grievance Committee office. Duties include reviewing and responding to incoming correspondence, communicating verbally with the public, conducting investigations under supervision of attorneys, overseeing and coordinating work of support staff, performing audits of financial and other records, retrieving documents, maintaining database, and compiling statistical reports.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 vacancies in this title that may occur in this court or agency within the next six (6) months. Special arrangements for the disabled may be made by contacting the Appellate Division, 4th Dept., Human Resources Unit at (585) 530-3104 prior to the interview. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit an UCS-5 Application for Employment form (obtainable from any administrative office in a court building or the web <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 335
Rochester, NY 14604

Applicants are encouraged to complete EEO Data Collection form UCS-19X.

POSTING DATE:
August 1, 2012

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:
August 22, 2012**

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