**POSITION TITLE:** JUNIOR COURT ANALYST  
**JG:** 12

**LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
UTICA, NY

**BASE SALARY:** $39,905

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Associate Degree or 60 college credits from an accredited college or university; or High school diploma or the equivalent and three years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Junior Court Analysts provide paraprofessional and professional support services for ongoing projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation; or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

**ASSIGNMENT:** This position will focus on assisting attorneys in the representation of detained sex offenders. At least 50% of the workload will involve traveling and working at the Central New York Psychiatric Center Sex Offender Treatment Program (SOTP) where the Junior Court Analyst will work with and scan case files for forwarding to Mental Hygiene Legal Service staff attorneys who are representing detained sex offenders. In addition, the position will entail providing support services in a variety of administrative areas to support the functioning of the Utica District Office.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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](http://www.nycourts.gov/careers/UCS5.pdf)) with a cover letter and resume to:

Coleen M. Baldino, Human Resources  
Appellate Division, Fourth Department  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 200  
Rochester, NY 14604

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

**POSTING DATE:** June 19, 2019  
**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 11, 2019

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