



PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07004

POSITION TITLE: ASSISTANT COURT ANALYST **JUDICIAL GRADE:** 16

LOCATION: 7TH JUDICIAL DISTRICT ADMINISTRATION OFFICE, HALL OF JUSTICE, ROCHESTER, NY

BASE SALARY: \$44,504 ANNUALLY **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.

TYPICAL DUTIES: Assistant Court Analysts code and classify budget requests, collect survey data using standard forms and questionnaires, monitor budget expenditures, and prepare simple correspondence. They also compile data for reports and public documents, review reports and prepare summaries and comments, and visit courts and court agencies to assist in preparing analyses of their staffing and organizational structure. Assistant Court Analysts must have the ability to analyze and solve problems, to organize factual and mathematical data into clear and logical sequences, and the ability to learn budget, personnel, management, and planning techniques and procedures. They must also be able to write clear and concise prose and to communicate orally in a clear and succinct manner.

ASSIGNMENT: This position will be located in the 7th Judicial District’s Administration Office. Strong computer and organizational skills are required.

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District’s Human Resources Unit at (585) 454-4242, prior to the interview.* 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. 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:

NYS SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
161 HALL OF JUSTICE
ROCHESTER, NEW YORK 14614-2184

E-MAIL:
JOBS_7THJD@courts.state.ny.us
FAX # (585) 428-4064

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

DATE OF POSTING: **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:**
May 7, 2010 **May 21, 2010**

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