



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
SEVENTH JUDICIAL DISTRICT

**ANNOUNCEMENT #07021**

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

**LOCATION: (TO BE DETERMINED AT TIME OF APPOINTMENT) ROCHESTER, NY -OR- BATH, 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.

**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 the same duties. Although a position may be available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title within this promotional 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.* Applications received from this announcement may be used to fill any vacancies that may occur 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)), 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) 784-4229

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

**DATE OF POSTING:** October 6, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** **OCTOBER 28, 2010**

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