



State Of New York
Unified Court System - 8th Judicial District

Announcement # 08/9/18

POSITION: ASSISTANT COURT ANALYST JG: 16

LOCATION: 8TH DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NEW YORK 14202

BASE SALARY: \$42,789 PER YEAR

CLASSIFICATION: NON-COMPETITIVE - CONFIDENTIAL - THIS WILL BE A TEMPORARY APPOINTMENT

QUALIFICATIONS: One year of service 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 or relevant experience;
-or-
An equivalent combination of education and experience.
While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

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 appointee to this position will provide professional level assistance to the 8th Judicial District Administrative Office in the areas of administration which may include, but not be limited to the following; processing of purchase orders, payment vouchers to include travel and related expenses and reconciliation of monthly expenses related to payments. Candidates should be proficient in Windows/WordPerfect.

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 this 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 three (3) months. Position(s) available at the present time 1.

All interested persons meeting the above 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Genevieve Capizzi
Principal Administrative Assistant
8th Judicial District Administrative Office
92 Franklin St.
Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.

POSTING DATE: **OCTOBER 28, 2009**

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **NOVEMBER 18, 2009**

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

Special arrangements for the disabled may be made by contacting the 8th Dist. Administrative Office at (716) 845-2505.