



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NO. 09004

THE POSITION WILL BE FILLED IN ONE (1) OF THE FOLLOWING TITLES BASED ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT.

POSITION TITLE: COURT ANALYST JG-18

BASE SALARY: \$49,777 + \$3,697 LOCATION PAY

QUALIFICATIONS: One year in the Assistant Court Analyst title; **OR** Bachelor's Degree from an 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 experience.

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.

OR

POSITION TITLE: SENIOR COURT ANALYST JG-21

BASE SALARY: \$58,298 + \$3,697 LOCATION PAY

QUALIFICATIONS: One year in the Court Analyst title; **OR** Bachelor's Degree from an accredited college or university and two (2) years of relevant experience; **OR** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **OR** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior Court Analysts work individually or as team leaders, on projects that involve research and confidential analysis, planning and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

CLASSIFICATION: NON-COMPETITIVE - CONFIDENTIAL

LOCATION: ADMINISTRATIVE JUDGE'S OFFICE
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

ASSIGNMENT: Assigned to the District Office and will work under direct supervision, 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 management and administration.

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

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 <http://www.nycourts.gov/careers/ucs5.pdf>) AND RESUME TO:

NANCY MANGOLD, DISTRICT EXECUTIVE
ADMINISTRATIVE JUDGE'S OFFICE
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: MARCH 24, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: APRIL 14, 2010

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