

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



**STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT**

ANNOUNCEMENT NUMBER 09019

POSITION TITLE: JUNIOR COURT ANALYST JG-12

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

BASE SALARY: \$35,434 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/ TEMPORARY

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 support services for on-going 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: Sorts mail for courts, agencies, chambers; Records cash receipts; Organizes outgoing mail; Weighs mail to determine postage required and operates postage machine; Keeps log of daily postage meter usage and monitors need for replenishing postage ; Receives and logs printing requests from Courts and agencies; Assists with the acceptance of delivery and storage of supplies, etc. from vendors; Delivers supplies to courts and agencies; Assists with filling orders for courts and agencies, packs and addresses boxes; Arranges for delivery or ships via UPS.

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 the same 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 depended 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 the 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: JULY 28, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: AUGUST 11, 2010

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