

PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT



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

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**ANNOUNCEMENT NUMBER 09026 AMENDED**

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**POSITION TITLE: MANAGEMENT ANALYST JG-25**

**LOCATION: ADMINISTRATIVE JUDGE'S OFFICE - 9<sup>TH</sup> JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601**

**SALARY: \$72,285 + \$3,697 LOCATION PAY**

**CLASSIFICATION: NON-COMPETITIVE - CONFIDENTIAL**

**QUALIFICATIONS:** One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

**ASSIGNMENT: Position 1:** Supervise the budget and procurement unit for the 9<sup>th</sup> JD Administration; Assist in the implementation of OCA policies and the development of local policies and procedures governing/guiding budget development; revenue monitoring and reporting; expenditure monitoring, control and reporting; liaison to the OCA Division of Financial Management; and purchasing related activities for the courts and agencies in the five counties and 11 cities that comprise the 9<sup>th</sup> Judicial District.

**Position 2:** Responsible for the coordination of the fiscal aspects of the court facilities program for the 9<sup>th</sup> Judicial District, providing oversight of cleaning, maintenance and tenant work projects within the District's court facilities; direct the District's community affairs' efforts and liaison for all activities that promote awareness of operations/programs/services in our courts.

**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. 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: 2.

**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 BY E-MAIL TO [9JDEmploymentapps@nycourts.gov](mailto:9JDEmploymentapps@nycourts.gov) OR BY MAIL 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: AUGUST 11, 2010**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: SEPTEMBER 1, 2010**

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