POSITION TITLE: SENIOR COURT ANALYST

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
ALBANY, NY

BASE SALARY: $65,652

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) year 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.

ASSIGNMENT:
The assignment will be in the Albany Payroll office for processing payroll and time and leave transactions for approximately 10,000+ employees. Responsibilities include analysis, design and related activities in the development of computerized applications used to audit, maintain and manage payroll records, writing user documentation and training staff; designing and maintaining databases; processing transactions in a client server environment; auditing transactions to ensure compliance with contractual agreements, rules and laws; providing technical assistance and guidance to other staff in the unit, employees and administrative personnel in the courts; and coordinating functions with other departments. Knowledge of policies, procedures and collective bargaining provisions of the Unified Court System and subject matter and expertise in relevant employment related federal and state laws, rules and regulations is preferred.

Strong supervisory and interpersonal skills, excellent oral and written communication ability, experience working in a fast paced and flexible team environment are desired. Must be able to work with all levels of management and maintain confidentiality, meet strict deadlines and be highly productive. Preference will be given to those applicants with working knowledge of PayServ, PayServ Query, HRMS PeopleSoft, Kronos, Payroll Web, CNG, word processing and spreadsheet software.

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 six (6) months. Position(s) available at the present time: 2.

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) and a resume to:
APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: February 26, 2020
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 18, 2020

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.