POSITION TITLE: ASSISTANT COURT ANALYST

LOCATION: OFFICE OF COURT ADMINISTRATION
OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE - OUTSIDE NYC
ALBANY, NY

BASE SALARY: $ 51,113

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year 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 of relevant experience; or An equivalent combination of education and experience.

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: This position will be responsible for providing administrative support within the DCAJ's office and performing duties including, but not limited to: acquiring and analyzing data; preparing expense reports in the Statewide Financial System (SFS); updating and maintaining various spreadsheets using Microsoft Office Suite; reviewing and submitting invoices for payment; arranging travel and accommodations; receiving, sorting, and logging mail; answering and directing phone calls; and other clerical receptionist duties.

GENERAL INFORMATION:
The above statements are intended to describe the general nature and level of work 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: 1.

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 and cover letter to:

Jennifer DiLallo
Deputy Chief of Staff to the Deputy Chief Administrative Judge
Office of Court Administration
4 Empire State Plaza, Suite 2001,
Albany, NY 12223

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 12, 2020
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 2, 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.