



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POSTANNOUNCEMENT NO. 12105_Extended

THE OFFICE OF COURT ADMINISTRATION IS SEEKING APPLICATIONS FOR A POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

ASSIGNMENT: This position will provide administrative and technical support to the [NYS Permanent Commission on Access to Justice](#) and its legal staff. The Permanent Commission's mission is to expand access to civil legal services and improve access to justice generally. Duties of the position include but are not limited to: assisting in the planning, scheduling, and handling of related administrative tasks (such as note taking and follow up) for the Permanent Commission's four annual statewide events, and staff and working group meetings; editing, formatting, proofreading and finalizing reports, transcripts and other documents for print and online publication; responding to correspondence and inquiries, and answering phones; creating and managing the Permanent Commission's webpages; and maintaining network folders and digital files.

Candidates must be detail oriented and should be proficient with technology, including Microsoft Office Suite (Word, Excel and PowerPoint), Microsoft Forms, video-conferencing platforms (Teams and Zoom), PDF editing software (Adobe and Foxit) and Drupal.

POSITION TITLE: Court Analyst JG: 18

BASE SALARY: \$57,166 + \$4,300 Location Pay

QUALIFICATIONS: One year in the Assistant Court Analyst title; or Bachelor's degree from 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.

POSITION TITLE: Assistant Court Analyst JG: 16

BASE SALARY: \$ 51,113 + \$4,300 Location Pay

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 higher level personnel 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 the supervision of higher level personnel, are designed to enhance the professional growth of the employee.

LOCATION: OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET, NEW YORK

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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: 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) a resume and a cover letter by email to accesstojusticecommission@nycourts.gov or mail to:

Barbara Mulé
Staff Counsel
Permanent Commission on Access to Justice
25 Beaver Street, 10th Floor
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: December 15, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 26, 2023

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.
