



UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12107

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #1273 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: COURT ANALYST **JG: 18**

LOCATION: OFFICE OF COURT ADMINISTRATION
FRANKLIN H. WILLIAMS JUDICIAL COMMISSION, NEW YORK, NY

BASE SALARY: \$57,166 + LOCATION PAY \$4,300

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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

ASSIGNMENT: The Franklin H. Williams Judicial Commission of the New York State Courts seeks to promote equal access and full participation in the court system by persons and communities of color. The mission of the Williams Commission is to ensure equal justice in the New York State Courts and to promote diversity, equity and inclusion within the judiciary, legal profession, and court workforce. Responsibilities for this position include, but are not limited to: interpreting and updating statistical information for Judges and court employees; preparing surveys for court employees and community groups; maintaining diversity reports for the various Judicial Districts; assisting with Commission programs, seminars and conferences; drafting correspondence to court leaders, legal community and stakeholders in furtherance of the Commission's goals; managing attorney mentorship and court mentorship programs; scheduling and calendaring Commission meetings and programs; taking minutes at Commission monthly meetings. Responsibilities include general office administrative support, including the facilitation of incoming and outgoing office correspondence. Some travel may be required.

Strong 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, able to manage multiple projects simultaneously, meet strict deadlines and be highly productive. Preference will be given to those applicants proficient in Microsoft Office Suite, specifically, Word, Excel, PowerPoint, and Publisher.

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) and a resume and a cover letter (**highlighting previous project management experience**) by email to FHWilliams@nycourts.gov or mail to:

Mary Lynn Nicolas-Brewster
Executive Director, Franklin H. Williams Judicial Commission
Office of Court Administration
25 Beaver Street, Room 861
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: November 29, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 27, 2022

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.
