



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 12108

THE OFFICE OF COURT ADMINISTRATION - DIVISION OF PROFESSIONAL AND COURT SERVICES 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.

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 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: Duties include but are not limited to: serving as the first point of contact for emails sent from the public to UCS's general information and high-volume email address; providing directional guidance, court referrals, and basic legal information to the public; directing complex questions to Office of Legal Information (OLI) staff or other appropriate contacts; assisting with tracking statistics and contributing ideas for improved service; answering phone calls to the Division of Professional and Court Services and its various hotlines; and other administrative duties as needed. Candidates with superior communication and writing skills, along with a sincere desire to provide excellent customer service to the public, are encouraged to apply.

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF LEGAL INFORMATION
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.

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 dpcs@nycourts.gov or mail to:

Sue Ludington
Chief Law Librarian
Division of Professional and Court Services
Office of Legal Information
25 Beaver Street
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 6, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 3, 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.
