



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12109

POSITION TITLE: PRINCIPAL COURT ANALYST JG: 23

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF LEGAL INFORMATION
25 BEAVER STREET, NEW YORK or 2500 POND VIEW, CASTLETON ON HUDSON

BASE SALARY: \$74,478 + \$4,300 LOCATION PAY (NYC LOCATION ONLY)

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.
Preference will be given to candidates with a Master's degree in the library/information science field. High proficiency with Microsoft Office applications (including Teams and SharePoint), along with skills and experience with website design, virtual platforms, and digital legal materials, are strongly preferred.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Principal 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: project management, budget development and court finance; personnel administration; resource allocation; and court system management and administration.

ASSIGNMENT: The Office of Legal Information (OLI) provides legal research and reference materials to UCS employees, the judiciary, and the public; manages the statewide library automation system; provides consultation to NY state court law libraries; and oversees numerous remote services used by internal and external patrons via phone, email, text, and chat. A primary role of this position is as team leader on projects involving the staffing, management, daily oversight, and expansion of OLI's remote services. Tasks associated with this role include but are not limited to: developing uniform standards, protocols, and training for UCS staff who interact with the public through these services; leading data analysis projects to address problems, assess/evaluate the quality of remote services, and propose solutions; and serving as central point of contact between OLI and the courts with regard to these services. Other duties of the position include: performing print collection usage analysis and developing data-based recommendations; monitoring the facilitation of training for UCS personnel; serving as system administrator for UCS's online library catalog; assisting in technology evaluation, procurement, and implementation to provide more efficient delivery of services; interfacing with law library staff to address local library issues and performing site visits as needed; and exploring, initiating, and coordinating project teams, and overseeing other existing and proposed OLI projects.

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 DPCS@nycourts.gov or by 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.
