POSITION TITLE: ASSISTANT COURT ANALYST

LOCATION: DIVISION OF TECHNOLOGY AND COURT RESEARCH
TROY, NY

BASE SALARY: $50,112

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: The Assistant Court Analyst will provide support to the Court Analyst in their work to ensure the timely and accurate reporting of data for use by the NYS Division of Criminal Justice Services and OCA's Criminal History Record Search Unit. Duties include, but are not limited to, assisting the Court Analyst in analyzing, researching, reporting and correcting criminal data reported by the criminal courts statewide and reporting problems and inconsistencies with defendant's criminal histories to the Court Analyst so that remediation solutions can be implemented. Candidates will be required to work in various court applications and communicate with court personnel. Strong communication and computer skills as well as a knowledge of criminal court data preferred.

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: 2.

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 cover letter and resume to:

Susanne Sloan
Principal Court Analyst
Office of Court Administration, Division of Technology & Court Research
125 Jordan Road
Troy, NY 12180
dotapply@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 15, 2019
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 9, 2019

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