POSITION TITLE: COURT ANALYST  
JG: 18

LOCATION: DIVISION OF TECHNOLOGY AND COURT RESEARCH  
TROY, NY

BASE SALARY: $56,045

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 Court Analyst will provide support to the criminal disposition reporting unit and it's work ensuring 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, analyzing, researching, reporting and correcting criminal data reported by the criminal courts statewide, providing instruction to court personnel on reporting criminal dispositions and determining remediation solutions to systemic problems and inconsistencies with criminal history information. Candidates will be required to work in various court applications and communicate with court personnel. Strong analytical, communication and computer skills as well as a knowledge of criminal court data preferred. Supervisory skills are a plus.

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 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 14, 2019  
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 9, 2019

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