



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20233

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

LOCATION: NEW YORK CITY CIVIL COURT
CITYWIDE

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

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: This position is assigned to the office of the Borough Chief Clerk in the county of assignment. Duties include but are not limited to: providing time management support to local supervisors and staff (UKG-Kronos), reviewing, troubleshooting and reconciling timecard discrepancies. In addition, providing administrative support to the Borough Chief Clerk by reviewing and responding to incoming correspondence; scheduling meetings and events (ie. judicial inductions); organizing and maintaining administrative records; communicating with the public, judges, and other court personnel; assisting staff with leave applications; collecting, reviewing, and compiling data; compiling statistics and reports; maintaining an organizational chart and functional directory; ensuring web site is update to date; ensure building signage is updated and appropriate; help orient new employees; any other tasks as assigned by the Borough Chief Clerk.

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: 4.

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 ChiefClerkCivil@nycourts.gov or mail to:

Alia Razzaq
Chief Clerk
111 Centre Street, Room 836
New York, NY 10013

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO 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 9, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 6, 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.
