



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26263

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #26250 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION

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

LOCATION: SUPREME COURT, KINGS COUNTY - CRIMINAL TERM

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

CLASSIFICATION: Non-Competitive

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 Fiscal unit in the District Administrative Office. Duties include, but are not limited to: purchasing and procurement; accounts payable; refunds; communicating with outside vendors; corresponding with department supervisors to assess needs; daily cash/check audits; assisting with developing and tracking agency budget; scheduling and verifying deliveries.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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 cover letter and resume by email to KSCriminal-Employment@nycourts.gov (please reference **posting #26263** in subject line) or by mail to:

LINDSAY COUNCIL
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM
HUMAN RESOURCES DEPARTMENT
320 JAY STREET, ROOM 4.110
BROOKLYN, NY 11201

[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 16, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 13, 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.
