POSITION TITLE:  JUNIOR COURT ANALYST  

LOCATION:  APPELLATE DIVISION, 3RD DEPARTMENT  
MENTAL HYGIENE LEGAL SERVICE  
REGIONAL OFFICE  
ALBANY, NY

BASE SALARY:  $39,905

CLASSIFICATION:  NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS:  Associate degree or 60 college credits from an accredited college or university; or High school diploma or the equivalent and three years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:  Junior Court Analyst provide paraprofessional and professional support services for ongoing projects involving research and confidential analyses; planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration.  Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT:  The duties of a Junior Court Analyst will include oversight and support of Mental Hygiene Legal Service field operations and case management at the Albany Regional Office.  Applicants should possess secretarial skills and be proficient in word processing and have experience with computer database operations.  Knowledge of principles of office management and basic computer operations is expected.  Candidates should have the ability to handle sensitive matters on a confidential basis.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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, resume and references by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE:  September 19, 2019  
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:  October 10, 2019

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