



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 7243

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**POSITION TITLE:** PRINCIPAL COURT ANALYST JG: 23

**LOCATION:** 7<sup>th</sup> JUDICIAL DISTRICT  
ADMINISTRATIVE OFFICE

**BASE SALARY:** \$74,478

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** With substantial independence from supervision, Principal Court Analysts work individually or as team leaders on projects that involve research and confidential analysis, planning, and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

**ASSIGNMENT:** This position will be assigned to the fiscal unit of the District Administrative Office. Responsibilities include but are not limited to: supervising employees, ensuring compliance with all policies, regulations, procedures of the Division of Financial Management and Office of the State Comptroller, approving purchase orders in the New York State Financial System (SFS); approving invoices/vouchers in SFS for payment; assisting with the 7<sup>th</sup> Judicial District annual budget submission, creating reports, responding to questions from the court's fiscal personnel related to SFS; monitoring overtime expenditures; creating equipment requests in compliance with statewide regulations and procuring equipment, furniture and supplies. Limited travel maybe required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) a resume and cover letter by email to [7thhumanresources@nycourts.gov](mailto:7thhumanresources@nycourts.gov) or by mail to:

AMY FIELDS - HUMAN RESOURCES  
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
HALL OF JUSTICE, ROOM 161  
ROCHESTER, NY 14614-2184  
(585) 371-3266

**[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.**

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**POSTING DATE:** December 14, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 17, 2023

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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.

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