



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1935

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

**LOCATION:** OCA - DIVISION OF TECHNOLOGY & COURT RESEARCH  
TROY, NY or NEW YORK CITY AREA

**BASE SALARY:** \$ 73,020 + \$4,200 LOCATION PAY (NYC ONLY)

**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL

**QUALIFICATIONS:** One year in the Senior Court Analyst title; **or** Bachelor`s degree from 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:** Duties include communicating with the public and court personnel, compiling and reviewing data, troubleshooting existing reports, and using business intelligence tools for the preparation of policy related administrative reports and to assist with court evaluation research. A willingness to learn new software and work independently, with great attention to detail, is required. Relevant experience including employment in a criminal justice/government field or as a data /business intelligence analyst is highly preferred. SQL, Power BI, SSRS and statistical software (SAS, SPSS) experience is highly preferred.

**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)) and a resume by email to [DOTAPPLY@nycourts.gov](mailto:DOTAPPLY@nycourts.gov) or mail to:

Susanne Sloan  
OCA-Division Of Technology & Court Research  
125 Jordan Rd.  
Troy, NY 12180

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 22, 2019

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 13, 2019

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