



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52512

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

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
Grievance Committee, 2nd, 11th and 13th Districts
335 Adams Street, Suite 2400
Brooklyn, NY 11201

BASE SALARY: \$ 51,783 + LOCATION PAY \$3,697

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor's degree from 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.

Candidates must have use of a car and a valid driver's license.

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:

The Grievance Committee Investigator assists legal staff of ten (10) attorneys investigate allegations of professional misconduct. Duties include, but are not limited to: locating and verifying current addresses of attorneys, complainants and witnesses throughout New York State, the United States and foreign countries, by using various investigatory tools including Accurant, DMV, and other databases, or by visiting last known addresses throughout the metropolitan area; obtaining records from other government agencies and courts; conducting field investigations as required to prepare for disciplinary proceedings; securing and maintaining files that have been abandoned by suspended, disbarred, disabled or deceased attorneys pending appointment of a Court-appointed Inventory Attorney or other court action; maintaining accurate and comprehensive notes and records of all investigations and work performed on case files; serving subpoenas, court orders and other legal papers throughout the metropolitan area; conducting background checks; and, performing other administrative and clerical duties such as reviewing new complaints, setting up files for them and verifying names and addresses of attorneys and complainants.

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) and a resume to:

Diana M. Kearse, Chief Counsel
Grievance Committee, 2nd, 11th and 13th Districts
335 Adams Street, Suite 2400
Brooklyn, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 15, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 6, 2015

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.