



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1515

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: OCA - OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY

BASE SALARY: \$ 60,650

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT:

The Office of Justice Court Support (OJCS) unit works with the Town and Village courts statewide providing legal counsel, administrative assistance and education and training to the judges and court clerks. Under supervision, the Senior Court Analyst will support the Office of Justice Court Support and the Town and Village Courts. Duties include, but are not limited to: creating and presenting education and training programs before large groups of judicial and non-judicial staff relating to town and village court operations; intimate knowledge in Microsoft Office Suite including Word, PowerPoint, etc. as well as intimate knowledge of court room case management data-bases and web-based designed computer systems; experience in a court-room setting as court clerk and/or court administrator is preferred; travel 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) and a resume to:

NANCY SUNUKJIAN
DIRECTOR - OFFICE OF JUSTICE COURT SUPPORT
187 WOLF ROAD
ALBANY, NY 12205

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 11, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 2, 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.
