



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1518

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

LOCATION: OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR COURTS OUTSIDE NYC
ALBANY, NY

BASE SALARY: \$ 51,783

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.

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:

This position will be responsible for providing administrative support within the DCAJ's office and performing duties including, but not limited to: acquiring and analyzing data, preparing reports, preparing expense reports in the Statewide Financial System (SFS), working with senior staff to process various district reporting requirements, creating and maintaining confidential Excel spreadsheets, assisting DCAJ Court Operations staff on special projects, back up phone and reception coverage on an as needed basis.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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:

OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR COURTS OUTSIDE NYC
AGENCY BUILDING 4
EMPIRE STATE PLAZA
ALBANY, NY 12223
ATTN: MARIA BARRINGTON

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 27, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 17, 2015

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