



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53306_EXTENDED

PROMOTIONAL OPPORTUNITY

POSITION TITLE: PRINCIPAL COURT ANALYST

JG: 23

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
ALBANY, NY

BASE SALARY: \$ 64,834

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** 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 provide professional assistance in the areas of Human Resources Management and Financial Management. Duties include, but are not limited to: assisting with canvassing and recruitment, selection and hiring, managing the time and leave process, handling employee relation issues, and assisting with EEO compliance; coordinating budget management, revenue and expenditure monitoring, payment and purchase processing, and creating fiscal reports.

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: The date of this posting has been extended, if you have previously submitted an application for posting #53306 your application will be reviewed and you need not submit again. NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter by email ad3clerksoffice@nycourts.gov or mail to:

ROBERT D. MAYBERGER
CLERK OF THE COURT
NEW YORK STATE SUPREME COURT
APPELLATE DIVISION, THIRD DEPARTMENT
P.O. BOX 7288, CAPITOL STATION
ALBANY, NEW YORK 12224

POSTING DATE: December 27, 2013

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 10, 2014

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.