



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 4507

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

**LOCATION:** 4<sup>th</sup> JUDICIAL DISTRICT  
DISTRICT ADMINISTRATIVE OFFICE

**BASE SALARY:** \$ 67,452

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** 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 is assigned to the Court Support Unit of the Fourth Judicial District Administrative Office. Duties include but are not limited to: handling all aspects of court reporter management, including daily scheduling and monitoring compliance with transcript production; supervising digital archiving; producing DNA and SORA compliance reports; overseeing Federal and State E-Justice audits and quarterly District reviews; maintaining and updating lists of approved facilities to question children; working with judges to remain current on required facilities visits and maintaining an updated list; monitoring fiduciary appointments to ensure compliance with all reporting requirements; acting as the District's e-filing liaison; and coordinating the District's campaign contribution conflict process.

**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 to:

JOANNE B. HAELEN  
DISTRICT EXECUTIVE  
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
65 SOUTH BROADWAY, SUITE 101  
SARATOGA SPRINGS, NY 12866  
518-285-5099

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

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**POSTING DATE:** June 15, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 7, 2015

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