



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 4518

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

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

**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 is assigned to the Human Resources Unit in the Fourth Judicial District Administrative Office. Duties include but are not limited to: assisting with canvassing civil service lists and recruitment; maintaining and updating personnel files and training records; time and leave management; coordinating training/orientation; processing HR transactions using PeopleSoft; and reconciling time entries in the KRONOS Timekeeping System.

**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:** November 24, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 16, 2015

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**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.**

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