



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53509

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12****LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE, TUPPER LAKE, NY**BASE SALARY:** \$36,865**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** Applicants must have an Associate's degree or 60 college credits from an accredited college or university; **or** a high school diploma or the equivalent and three years of relevant experience; **or** an equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:**

Junior Court Analysts provide paraprofessional and professional support services for on-going projects involving research and confidential analyses; planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation; or court system management and administration. Junior Court Analysts participate in the analytical and decision-making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT:

Under the supervision of the Principal Attorney in charge of the North Country Region, the duties of the Junior Court Analyst will include the provision of a full range of case-related support services to the Principal and Associate Attorneys at the North Country Regional Office. The position will involve regular contact with MHLS clients, court personnel, attorneys representing other parties and hospital administration and staff. In addition, the person to be hired will be responsible for maintaining case files; assisting in the preparation of routine pleadings, orders, memoranda, and attorneys' correspondence; data entry, coding, storage and retrieval of information for statistical reports; and assisting in the coordination, implementation and maintenance of the region's web-based electronic records management project. Candidates should have the ability to handle sensitive matters on a confidential basis; be proficient in WordPerfect and have familiarity with or skills to learn Advanced DB Master; or other data management programs.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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/career/UCS5.pdf) and a cover letter, resume and references to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

POSTING DATE: October 13, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 4, 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.