



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54302

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SENIOR COURT ANALYST **JG: 21****LOCATION:** APPELLATE DIVISION, 4TH JUDICIAL DEPARTMENT
ROCHESTER, NY**BASE SALARY:** \$ 58,298**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:**

Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT:

Duties include but are not limited to: acting as the agency coordinator/trainer on the State Financial System (SFS); auditing and processing payments in SFS; contacting vendors to correct invoice/billing errors and processing adjustments; purchasing, inventory, and distribute supplies including preparing purchase orders and verifying purchases; processing travel and business expense reimbursements; monitoring internal accounting systems, revenue reporting, and coordinating year end closeouts; monitoring accounts against budget allocations, assisting with the annual budget development, and providing information analysis related to equipment and inventory; collecting and reporting meter readings and monitoring postage balances.

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. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

MARY L. JONES, HUMAN RESOURCES
APPELLATE DIVISION, FOURTH DEPARTMENT
M. DOLORES DENMAN COURTHOUSE
50 EAST AVENUE, SUITE 335
ROCHESTER, NY 14604

POSTING DATE: JULY 17, 2013**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** JULY 31, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
