



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7504

THE 7TH JUDICIAL DISTRICT IS RECRUITING FOR TWO (2) POSITIONS IN THE COURT ANALYST SERIES.

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

BASE SALARY: \$51,783

QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor's degree from an 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 Finance Unit of the 7th Judicial District Administrative Office. Duties include, but are not limited to: reviewing and approving travel expense reports in the Statewide Financial System (SFS); assisting users and troubleshooting SFS entry issues; reviewing, auditing and processing a wide variety of accounts payable transactions in SFS; reviewing and approving purchase orders for the 7th Judicial District; assisting with credit card and grants administration; assisting with preparation and monitoring of the annual budget; preparing, reviewing, analyzing and monitoring reports for compliance with rules and regulations; and assisting with all Finance related inquiries from Judges, employees, vendors and the public.

POSITION TITLE: ASSISTANT COURT ANALYST **JG: 16**

BASE SALARY: \$46,301

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK

Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entry level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT

This position is assigned to the Finance Unit of the 7th Judicial District Administrative Office. Duties include, but are not limited to: reviewing and evaluating purchase requests; ensuring compliance with contracts and regulations for vendor selection; submitting purchase orders in the Statewide Financial System (SFS); assisting with the development and approval of contracts; preparing and entering a wide variety of accounts payable transactions in SFS; assisting with districtwide inventory review and monitoring; and assisting with all Finance related inquiries from Judges, employees, vendors and the public. Additionally, this position may also be assigned to other areas of the District Administrative Office for various clerical support needs, including data entry.

LOCATION: 7th JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE

CLASSIFICATION: Non-Competitive / Confidential

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: **2**

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) and a resume and cover letter by email to 7thhumanresources@courts.state.ny.us or by fax (585) 784-4231 or mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 2, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 25, 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.
