



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 8627

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

LOCATION: 8th JUDICIAL DISTRICT
ADMINISTRATIVE OFFICE

BASE SALARY: \$ 52,816

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 will act as the district fiduciary specialist and is responsible for assisting the Administrative Judge and District Executive in overseeing fiduciary appointments for the district. Duties include but are not limited to: ensures that all filings required by Parts 26 and 36 of the Rules of the Chief Judge are completed and that the information contained in those filings are entered into the fiduciary database; monitors compliance with rules and procedures; reviews requests for access to the fiduciary database and assigns passwords; identifies court staff who will make entries into the fiduciary database and ensures that local fiduciary clerks view training videos and have access to best practice guide and training manuals; identifies gaps in training and provides assistance; identifies Judge's who have Part 36 appointments and Part 26 Compensation awards; analyzes statistical reports to identify trends and gaps in reporting; answers questions from court users regarding appointments, eligibility, compensation and the database; liaisons with OCA on complex questions; assists with implementing best practices in the district; performs other duties in the District Administrative Office, including work in the fiscal and HR units, such as reviewing data, preparing reports, or assisting with special projects. Travel within the district is required.

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) and a resume to:

DAWN LUKASIEWICZ - PRINCIPAL COURT ANALYST
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 3, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 29, 2016

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