



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 1015**

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

LOCATION: OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE - ALBANY

BASE SALARY: \$49,777

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:

Applicant will be responsible for providing administrative support to the Deputy Chief Administrative Judge for the Courts Outside New York City. Specific assignments may include, but are not limited to, creating and maintaining extensive mail logs, drafting correspondence, coordinating meetings and conference calls, establishing and maintaining files, document distribution, and word processing. Applicants should have a strong working knowledge of Word Perfect and GroupWise. While not mandatory, additional consideration will be given to applicants who have a knowledge of court operations. Applicants should possess excellent interpersonal and organizational skills. The successful candidate must also have the ability to handle sensitive matters in a confidential manner.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

MARIA BARRINGTON, SPECIAL ASSISTANT
OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE
4 ESP, SUITE 2001
ALBANY, NEW YORK 12223-1450

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: OCTOBER 27, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: NOVEMBER 19, 2010

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