



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1417

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

LOCATION: OCA -DIVISION OF ADMINISTRATIVE SERVICES
ATTORNEY REGISTRATION UNIT
25 BEAVER STREET NEW YORK, NY

BASE SALARY: \$ 45,394 + \$3,697 Location Pay

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 entering 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 will be assigned to the Attorney Registration Unit. The individual assigned to this position will be responsible for performing a variety of tasks in the Division of Administrative Services, including but not limited to, answering telephone inquiries, providing responses to e-mails, processing forms and maintaining computerized records. Superior communication skills, computer experience and general office support skills are essential. This individual will also be responsible for providing clerical assistance in other units of the Division on an as-needed basis.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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:

LAURA A. MUNZ-CEBISCH
SENIOR MANAGEMENT ANALYST
DIVISION OF ADMINISTRATIVE SERVICES
ATTORNEY REGISTRATION UNIT
25 BEAVER STREET, ROOM 840
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 3, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 24, 2014

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.
