



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1618

THE OFFICE OF GRANTS AND CONTRACTS IS RECRUITING FOR ONE (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
GRANTS AND CONTRACTS OFFICE
Manhattan or Castleton-On-Hudson, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The Grants & Contracts unit manages external funding resources (grants) and contracts with organizations that provide services to litigants and in support court operations. Under direct supervision of the Senior Coordinator, Senior Management Analysts, and Management Analysts, the Assistant Court Analyst/Court Analyst will work as part of a team on tasks related to the administration of grants and service contracts. Duties include but are not limited to: providing technical assistance during grant proposal development; entering grant proposals, budget information, and reports into grants management database systems maintained by funders; monitoring implementation of grant activities and related expenditures; preparing, reviewing and submitting programmatic and fiscal reports to funders; administrative support of services procurement and contract development; preliminary review of service contract budgets, expenditure reports and budget amendment requests; monitoring compliance with fiscal and programmatic requirements related to service contracts; entering and reviewing accounts payable transactions in the Statewide Financial System. The successful candidate must develop and maintain positive working relationships with internal and external constituents including court managers, funders and vendors.

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

BASE SALARY: \$52,816 + LOCATION PAY \$3,697 (NYC LOCATION ONLY)

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.

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

BASE SALARY: \$47,226 + LOCATION PAY \$3,697 (NYC LOCATION ONLY)

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.

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 by email to DPCS@nycourts.gov or mail to:

Monique A. Taylor
Management Analyst
Office of Court Administration
Division of Professional and Court Services
25 Beaver Street, 8th Floor
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 06, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 27, 2016

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.
