



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 37003

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: KINGS COUNTY CLERK'S OFFICE

BASE SALARY: \$58,298 + LOCATION PAY \$3,697

CLASSIFICATION: **NON-COMPETITIVE/CONFIDENTIAL**

QUALIFICATIONS: One year in the Court Analyst title; **or**
Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or**
Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or**
An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under supervision, Senior Court Analysts work individually or as team leaders, on projects that involve research and confidential analysis, planning and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT: ADMINISTRATION DEPARTMENT

Under the supervision of the County Clerk, the Deputy County Clerk and the Administrator, the senior court analyst will work on projects that involve research and confidential analysis, assist in the planning of budget development, court finance, workload measures and the necessary correspondence and administration of the New York State Archives Grants awarded to the Kings County Clerk. In addition, the senior court analyst will review data collection, charts, statistics from all related departments and prepare summaries, comments and reports to and for the County Clerk. The senior court analyst will also assist in administration of Kronos and other personnel matters.

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:

NANCY T. SUNSHINE
COUNTY CLERK
KINGS COUNTY CLERK'S OFFICE
360 ADAMS STREET, ROOM 198
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 6, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 28, 2010

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