



EMPLOYMENT  
OPPORTUNITY

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State of New York  
UNIFIED COURT SYSTEM  
3RD JUDICIAL DEPARTMENT

**Posting No. 53004**

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The Supreme Court, Appellate Division, Third Judicial Department, is currently seeking an Investigator for its Committee on Professional Standards. The position to be filled will be in one of the following titles and will depend, in part, on the qualifications of the applicant selected. Applicants should specify the position title or title (s) for which they wish to be considered.

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POSITION TITLE: **Court Analyst** **(JG-18)**

LOCATION: Committee on Professional Standards  
40 Steuben Street, Suite 502  
Albany, NY 12207

BASE SALARY: \$49,777 per year

CLASSIFICATION: Non-competitive - Confidential

QUALIFICATIONS: One year of service in the Assistant Court Analyst title; **or** Bachelor's Degree from an 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. See Assignment section below for particular duties to be performed by this position.

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POSITION TITLE: **Assistant Court Analyst** **(JG-16)**

LOCATION: Committee on Professional Standards  
40 Steuben Street, Suite 502  
Albany, NY 12207

BASE SALARY: \$44,504 per year

CLASSIFICATION: Non-competitive - Confidential

QUALIFICATIONS: One year of service 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. See Assignment section below for particular duties to be performed by this position.

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POSITION TITLE: **Junior Court Analyst** **(JG-12)**

LOCATION: Committee on Professional Standards  
40 Steuben Street, Suite 502  
Albany, NY 12207

BASE SALARY: \$35,434 per year

CLASSIFICATION: Non-competitive - Confidential

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or** High School diploma or the equivalent and three years of relevant experience; **or** an equivalent combination of education and experience.

**DISTINGUISHING  
FEATURES OF WORK:**

Junior Court Analysts provide paraprofessional and professional support services for on-going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation; or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel. See Assignment section below for particular duties to be performed by this position.

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**ASSIGNMENT:**

This position will be assigned to the Court's Committee on Professional Standards which reviews disciplinary complaints against Third Department attorneys. Among the duties to be performed by the position are: assisting inquirers in filing complaints; answering questions from the public about the attorney disciplinary process; conducting confidential investigations involving alleged attorney misconduct, including interviewing and preparing witness statements, searching and reviewing court records, and preparing investigative reports; performing analyses of attorney escrow accounts; serving subpoenas; assisting staff attorneys at preliminary hearings and disciplinary proceedings; and performing other administrative tasks as assigned by the Chief Attorney.

**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

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

Mark S. Ochs, Esq., Chief Attorney  
Committee on Professional Standards  
40 Steuben Street, Suite 502  
Albany, New York 12207-2109

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**POSTING DATE:** September 16, 2010

**APPLICATION MUST BE POSTMARKED OR RECEIVED BY:** October 15, 2010

The New York State Unified Court System is an Equal Opportunity Employer.