



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53306

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** PRINCIPAL COURT ANALYST

**JG: 23**

**LOCATION:** APPELLATE DIVISION, 3<sup>RD</sup> DEPARTMENT  
ALBANY, NY

**BASE SALARY:** \$ 64,834

**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One year in the Senior Court Analyst title; **or** Bachelor's degree from an accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

**ASSIGNMENT:**

This position will provide professional assistance in the areas of Human Resources Management and Financial Management. Duties include, but are not limited to: assisting with canvassing and recruitment, selection and hiring, managing the time and leave process, handling employee relation issues, and assisting with EEO compliance; coordinating budget management, revenue and expenditure monitoring, payment and purchase processing, and creating fiscal reports.

**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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter by email [ad3clerksoffice@nycourts.gov](mailto:ad3clerksoffice@nycourts.gov) or mail to:

ROBERT D. MAYBERGER  
CLERK OF THE COURT  
NEW YORK STATE SUPREME COURT  
APPELLATE DIVISION, THIRD DEPARTMENT  
P.O. BOX 7288, CAPITOL STATION  
ALBANY, NEW YORK 12224

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**POSTING DATE:** November 7, 2013

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 29, 2013

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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.

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