



PLEASE POST

APPELLATE DIVISION, FOURTH DEPARTMENT  
EMPLOYMENT ANNOUNCEMENT



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ANNOUNCEMENT NUMBER 54101

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**TITLE OF POSITION:** JUNIOR COURT ANALYST JG: 12

**LOCATION:** Mental Hygiene Legal Service  
BUFFALO, NY

**BASE SALARY:** \$35,434 ANNUALLY PLUS FULL BENEFITS

**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 Analyst provides 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.

**TYPICAL DUTIES:** Junior Court Analyst develop methodologies for information, coding, storage, and retrieval; assist in developing field research methodologies; prepare statistical, financial, and other reports; prepare simple correspondence; screen requests and provides information and data from research projects to higher ranking analytical and administrative personnel.

**ASSIGNMENT:** This position will support attorneys covering the Buffalo office and includes travel to counties in the Fourth Department. Individual will: coordinate litigation support, including court filings and document retrieval; be responsible for file creation, development and maintenance; participate in routine document creation and processing; and draft correspondence related to case inquiries. Familiarity with Quattro Pro and Word Perfect is desirable.

**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. Special arrangements for the disabled may be made by contacting the Director of MHLs at (585) 530-3050 prior to the interview. Position(s) available at the present time: one (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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Emmett J. Creahan, Director  
Mental Hygiene Legal Service - Administrative Offices  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 402  
Rochester, NY 14604

Applicants are encouraged to complete an EEO Data Collection Form UCS-19X.

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**POSTING DATE:** January 12, 2011 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 3, 2011

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