



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 6516

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

LOCATION: 6th JUDICIAL DISTRICT
ADMINISTRATIVE OFFICE

BASE SALARY: \$ 67,452

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Court Analyst title; **or** Bachelor`s degree from 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 oversee all functions of the Human Resources Unit of the Sixth Judicial District Administrative Office including: KRONOS/time management; leave management; PeopleSoft; performance evaluations; canvassing civil service lists; training/orientation; maintaining and updating personnel files and training records; managing outreach and diversity efforts; and troubleshooting Human Resources issues.

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 6jdemployment@nycourts.gov or mail to:

CHRISTINE ROCHE
HUMAN RESOURCES
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NY 13901

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 18, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 10, 2015

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