

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

Announcement # 08016

STATE OF NEW YORK
UNIFIED COURT SYSTEM
8TH JUDICIAL DISTRICT

 POSITION: COURT ANALYST **JG: 18**

 LOCATION: 8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NEW YORK 14202

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.

While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

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.

ASSIGNMENT: The appointee to this position will provide professional level assistance to the Administrative Judge and District Executive in fiscal matters related to overseeing and reporting on grant funding. The appointee will be expected to monitor grants, prepare reports and ensure compliance with the terms of the grants. The appointee will also perform other duties in the area of budget, revenue and court operations as directed by the District Executive.

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 this 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 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 above 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/or a resume to:

Marie Villari
Senior Management Analyst
8th District Administrative Office
92 Franklin Street
Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.

POSTING DATE: **OCTOBER 7, 2010**

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **OCTOBER 29, 2010**

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

Special arrangements for the disabled may be made by contacting the 8th Dist. Administrative Office at (716) 845-2505

For more information on career opportunities in the NYS Courts, please visit www.nycourts.gov