



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 10216**

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**POSITION TITLE:** COURT ANALYST **JG: 18**

**LOCATION:** OFFICE OF DISTRICT ADMINISTRATIVE JUDGE  
NASSAU COUNTY

**BASE SALARY:** \$57,166 + \$4,300 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year 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.

**ASSIGNMENT:** This position will be assigned with duties in both the Fiscal and HR Units. Duties include, but are not limited to: preparing and arranging for the filing of various administrative documents and correspondences; typing; filing; editing; preparing correspondence for signature; answering telephone calls; maintaining confidential and time-sensitive files and appointment calendars; arranging meetings; statistics; preparing travel vouchers submitting and processing purchase orders in the Statewide Financial System (SFS); reviewing invoices; processing payment vouchers for the 10th Judicial District - Nassau County; typing and updating forms; processing printing work order requests.

Candidates must be proficient in Microsoft Outlook, Word, Excel, and be able to work within expedited time frames, with close attention to detail. Punctuality, the ability to handle sensitive matters in a confidential matter, and strong interpersonal and organizational skills, are required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by mail to:

PAUL LAMANNA, ESQ.  
DISTRICT EXECUTIVE  
DISTRICT ADMINISTRATIVE OFFICE  
100 SUPREME COURT DRIVE, ROOM 136  
MINEOLA, NEW YORK 11501

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

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**POSTING DATE:** June 23, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 21, 2022

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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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