



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 10408

POSITION TITLE: COURT ANALYST**JG: 18****LOCATION:** 10th JUDICIAL DISTRICT
NASSAU COUNTY DISTRICT ADMINISTRATIVE OFFICE**BASE SALARY:** \$63,083 + \$ 4,775 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 is assigned to the Human Resources Unit. Duties include but are not limited to: providing time management support to local supervisors and staff (Kronos), reviewing, troubleshooting and reconciling timecard discrepancies; assisting staff with leave applications; advising employees and court managers on the interpretation of human resources policies, programs and procedures; collecting, reviewing, and compiling data; compiling statistics and reports; updating employee information in HRIS systems; assisting with canvasses for competitive civil service positions and coordinating the interview process; maintaining and updating HR files; acting as a liaison with centralized HR units; help orient new employees; and assisting with maintaining compliance with federal and state regulations concerning employment as well as participating in human resource projects.**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 and cover letter by email to NassauPostings@nycourts.gov or by mail to:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**POSTING DATE:** March 11, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 8, 2024

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.