



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1117

THE DIVISION OF PROFESSIONAL AND COURT SERVICES - OFFICE OF ALTERNATIVE DISPUTE RESOLUTION PROGRAM IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

ASSIGNMENT: The successful candidate will assist with the oversight and program development of a statewide network of Community Dispute Resolution Centers (CDRCs), not-for-profit community mediation programs funded in-part by the NYS UCS to provide conflict resolution services in court-referred and community-referred cases. Responsibilities will include maintaining collaborative partnerships with CDRCs and supporting their work by conducting site visits; monitoring budgets; providing technical assistance to courts and CDRCs; researching and disseminating best practices; and presenting to a wide range of court and community stakeholders. Responsibilities may also involve publicizing and marketing CDRC services; training CDRC staff and volunteers; certifying mediation trainers; data base management and statistical reporting; research about CDRC services; and creating new programming and revenue streams. Knowledge of and experience in mediation, restorative justice practices, and/or conflict coaching strongly preferred.

POSITION TITLE: PRINCIPAL COURT ANALYST JG: 23

BASE SALARY: \$74,478

QUALIFICATIONS: One year in the Senior Court Analyst title; or Bachelor's degree from an 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.

POSITION TITLE: MANAGEMENT ANALYST JG: 25

BASE SALARY: \$83,034

QUALIFICATIONS: One year in the Principal Court Analyst title; or Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF ALTERNATIVE DISPUTE RESOLUTION
CASTLETON-ON-HUDSON, NY (Albany Region)

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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) a resume and a cover letter by email to dpcs@nycourts.gov or mail to:

Daniel Kos
Assistant Statewide ADR Coordinator
New York State Unified Court System
Office of Alternative Dispute Resolution Programs
2500 Pond View, Suite 104
Castleton-on-Hudson, NY 12033

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO 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.

POSTING DATE: September 2, 2021 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 30, 2021

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.
