



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST**ANNOUNCEMENT NO. 1210**

THE OFFICE OF COURT ADMINISTRATION - DIVISION OF TECHNOLOGY AND COURT RESEARCH IS SEEKING APPLICATIONS FOR A POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: Principal Court Analyst JG: 23

BASE SALARY: \$74,478 + \$4,300 Location Pay (NYC only)

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.

ASSIGNMENT: This position is for the Court Research Data Unit. Duties include communicating with the public and court personnel, compiling and reviewing data, troubleshooting existing reports, and using business intelligence tools for the preparation of policy related administrative reports and to assist with court evaluation research. A willingness to learn new software and work independently, with great attention to detail, is required. Relevant experience including employment in a criminal justice/government field or as a data /business intelligence analyst is highly preferred. SQL, Power BI, SSRS and statistical software (SAS,SPSS) experience is highly preferred.

POSITION TITLE: Management Analyst JG: 25

BASE SALARY: \$ 83,034 + \$4,300 Location Pay (NYC only)

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 Division of Technology & Court Research, 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.

ASSIGNMENT: This position is for the Court Research Data Unit. Duties include managing high profile projects that require collaboration with other departments, (e.g., Counsel's Office, Human Resources, etc.). Other responsibilities include working with case management application teams to modify existing data systems, design new data collection tools, and determine the best way to disseminate information to stakeholders. A willingness to learn new software and work independently, with great attention to detail, is required. Relevant experience including employment in a criminal justice/government field or as a data /business intelligence analyst is highly preferred. SQL, Power BI, SSRS and statistical software (SAS,SPSS) experience is highly preferred.

POSITION TITLE: Senior Management Analyst JG: 28

BASE SALARY: \$ 97,522 + \$4,300 Location Pay (NYC Only)

QUALIFICATIONS: One year in the Management Analyst title; or Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Senior Management Analysts are responsible to the Director of the Division of Technology & Court Research, or to other court administrators or administrative judges, for supervising a number of complex, on-going, projects involving research, analysis, planning, and policy formulation related to court administration and management. Senior Management Analysts also participate in complex study projects under the direction of Principal Management Analysts, or work with substantial independence from supervision on individual research projects, and perform other related duties.

ASSIGNMENT: This position is for the Court Research Data Unit. Duties include planning, managing and implementing high profile projects that require collaboration with Court Research teams (e.g., CHRIS, Jury Support) and other departments (e.g., Counsel's Office, Human Resources, etc.) Responsibilities include: management of projects and/or persons on the Court Research data team, working with case management application teams to modify existing data systems, designing new data collection tools, designing and implementing new dashboards and reports, and producing operational and data collection recommendations to stakeholders. A willingness to learn new software, to work independently, with great attention to detail, and supervisory experience are required. Relevant experience including employment in a criminal justice/government field or as a data /business intelligence analyst is highly preferred. SQL, Power BI, SSRS and statistical software (SAS,SPSS) experience is highly preferred.

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF TECHNOLOGY & COURT RESEARCH
125 JORDAN ROAD, TROY, NY OR 25 BEAVER STREET, NEW YORK, NY.

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.

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 cover letter and resume by mail to:

Gail Testo
Senior Management Analyst
Office of Court Administration, Division of Technology & Court Research
125 Jordan Road
Troy, NY 12180
dotapply@nycourts.gov

[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: January 11, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 8, 2022

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.
