



UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1247

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF LEGAL INFORMATION
Manhattan, NY or 2500 Pond View, Castleton-on-Hudson, NY 12033

BASE SALARY: \$66,965 + \$4,300 LOCATION PAY (NYC ONLY)

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; or An equivalent combination of education and experience.
Preference will be given to candidates with a Master's degree in an information field (library, records/knowledge management, archives). High proficiency with Microsoft Office applications (including Teams and SharePoint), along with skills and experience with website design, virtual platforms, and digital legal materials, are strongly preferred.

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT: The Office of Legal Information (OLI) supports UCS Court Law Libraries and administers reference services to the judiciary, court personnel, and the public. Duties include but are not limited to: tracking receipt of legal materials and serving as liaison to vendor representatives; providing reference service to UCS staff and the public via phone, text, email, and chat; assisting in developing technology solutions that improve workflow processes, expand OLI's presence on the web, and enhance the online catalog; distributing lists of print subscriptions and working with UCS libraries to confirm continuing, new, or deleted titles; establishing new user accounts to various print and electronic resources, and maintaining currency and accuracy of directory of user accounts; and may include creating, reviewing, and entering purchase orders and vouchers to pay for invoices and services.

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:

Sue Ludington
Chief Law Librarian
Office of Court Administration
Division of Professional and Court Services
25 Beaver Street, 7th Floor
New York, NY 10004

[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.

POSTING DATE: April 1, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 29, 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.
