



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1262

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**THERE IS CURRENTLY ONE (1) POSITION AVAILABLE. POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.**

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**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 Directors of the Office of Court Administration's Division of Technology & Court Research (DoTCR), 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 Court Research. Duties include planning, managing, and implementing high profile projects that require collaboration with DoTCR teams (e.g., Data Unit, SharePoint/Dynamics) and other departments (e.g., Commissioner of Juror Offices, District Offices, Counsel's Office). Responsibilities include management and statewide implementation of projects maintained by the Jury Support Office, working with the JMS2 case management application members of JSO to modify existing jury technology applications, 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 details, and experience with jury operations are required. Relevant experience including court policy and technology systems implementation, user training material development, and experience with statistical and reporting software (Survey tools, SQL, Power BI) is highly preferred.

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**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 Court Research. Duties include communicating with the public and court personnel, compiling, and reviewing data, troubleshooting existing reports, assisting with implementations and training, 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, to work independently, with great attention to detail, and to learn jury operations, policy and data is required. Relevant experience including employment in a criminal justice/government field, jury operations, or as a data /business intelligence analyst is highly preferred. SQL, Power BI, SSRS and statistical software (SAS,SPSS) experience is highly preferred.

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

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

**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.

**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:** This position is for Court Research. Duties include communicating with the public and court personnel, compiling data, and troubleshooting existing reports. A willingness to learn new software and to work independently is required. Excellent communication skills are required. Relevant experience including employment in a criminal justice/government field, jury operations, or as a data /business intelligence analyst is highly preferred. SQL, Power BI, Excel experience is highly preferred.

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**LOCATION:** OFFICE OF COURT ADMINISTRATION  
DIVISION OF TECHNOLOGY & COURT RESEARCH  
125 JORDON 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. 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 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](mailto:dotapply@nycourts.gov)

**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 3, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 1, 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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