

**PLEASE POST**

ANNOUNCEMENT NO. 1263

THE OFFICE OF COURT ADMINISTRATION 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: We are recruiting for 1 Trial Court Support Liaison with expert operational knowledge in one or more of the following court types: Supreme & County, Family, City & District, or Surrogates. Duties include, but are not limited to: formulating operational procedures based on legislative mandates or UCS policies; reviewing and revising existing trial court operations to define and promote best practices; partnering with court managers and administrators to implement new procedures and policies; liaison with various OCA units and partner agencies to coordinate legal, operational and technological needs of the trial courts; providing expertise to court management to resolve operational issues; composing reports and formulating recommendations regarding trial court operations; facilitating consensus among operational, legal and technology experts to develop and deploy standardized operational practices for trial courts; developing, revising and disseminating court forms, guides and other reference materials; representing operational perspectives and interests on committees tasked with developing/enhancing technical systems, creating and revising court forms, and drafting legislation and court rules; conducting both in-person and virtual training on topics effecting trial court operations.

Candidates should be proactive problem solvers with the ability to influence and build consensus among various stakeholders. Expertise in trial court operations is required. Experience in the Court Clerk series as a court manager or supervisor is preferred. These positions require statewide overnight travel subject to UCS travel policies and restrictions.

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.

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: SENIOR COURT ANALYST JG: 21

BASE SALARY: \$66,965

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.

LOCATION: ALBANY, 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) a resume, and a cover letter by email to TrialCourtSupport@nycourts.gov or mail to:

WILLIAM PERRITT
NYS UNIFIED COURT SYSTEM
OCA DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF TRIAL COURT SUPPORT
187 WOLF ROAD - SUITE 302
ALBANY, NY 12205

[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: June 9, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 7, 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.
