



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1266

THE OFFICE OF COURT ADMINISTRATION IS RECRUITING FOR POSITIONS IN THE COURT ANALYST SERIES. THE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
ALBANY, NY AND CASTLETON-ON-HUDSON, NY

ASSIGNMENT:

The assignment will be in the Albany Payroll office for processing payroll and time and leave transactions for approximately 15,000 employees. Responsibilities include analysis, design and related activities in the development of computerized applications used to audit, maintain and manage payroll records, writing user documentation and training staff; designing and maintaining databases; processing transactions in a client server environment; auditing transactions to ensure compliance with contractual agreements, rules and laws; providing technical assistance and guidance to other staff in the unit, employees and administrative personnel in the courts; and coordinating functions with other departments. Responsibilities may also include general office administrative support, including the facilitation of incoming and outgoing office correspondence. Knowledge of policies, procedures and collective bargaining provisions of the Unified Court System and subject matter and expertise in relevant employment related federal and state laws, rules and regulations is preferred.

Strong interpersonal skills, excellent oral and written communication ability, experience working in a fast paced and flexible team environment are desired. Must be able to work with all levels of management and maintain confidentiality, meet strict deadlines and be highly productive. Preference will be given to those applicants with working knowledge of PayServ, PayServ Query, HRMS PeopleSoft, Kronos, Payroll Web, CNG, word processing and spreadsheet software.

POSITION TITLE: Court Analyst JG: 18

BASE SALARY: \$57,166

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Assistant Court Analyst title; or Bachelor's degree from accredited college or university and one (1) year of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

POSITION TITLE: Assistant Court Analyst JG: 16

BASE SALARY: \$ 51,113

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; or Bachelor's degree from an accredited college or university; or High School diploma or the equivalent and four (4) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entry level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

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

Maureen Rossi
Office of Court Administration
4 ESP, Suite 2001
Empire State Plaza
Albany, NY 12223

[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 23, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 21, 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.
