



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1267

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**POSITION TITLE:** PRINCIPAL COURT ANALYST JG: 23

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

**BASE SALARY:** \$74,478

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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:** The assignment will be in the Albany Payroll office for auditing payroll and time and leave transactions for approximately 15,000 employees. Responsibilities include assisting in drafting manuals concerning payroll policies and procedures, and training of personnel. Providing analysis, design and related activities in the development of computerized applications used to audit, maintain and manage payroll records. Writing user documentation; supervising and training staff; designing and maintaining databases; 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 supervisory and 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.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) a resume and a cover letter by email to [DFM@nycourts.gov](mailto:DFM@nycourts.gov) or bymail to:

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

**[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 23, 2022

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