



UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1421

POSITION TITLE: COURT ANALYST **JG: 18**

LOCATION: OFFICE OF COURT ADMINISTRATION
DEPARTMENT OF PUBLIC SAFETY
NEW YORK, NY

BASE SALARY: \$61,249 + \$4,635 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor's degree from an 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.

ASSIGNMENT: This position will be assigned to the Court Officer Staffing Unit and will be responsible for assisting with physical ability testing, psychological, and pre-appointment medical scheduling for court officer applicants. Duties include, but are not limited to: coordinating onsite physical ability testing for Court Officer candidates including collecting documents, scoring tests, and performing vision tests; responding to questions about screening process; tracking candidates through the screening process; managing HRIS (Peoplesoft) entries for appointments; administering written psychological tests including instructions and test monitoring; coordinating confirmation email and calls for psychological interviews; creating test packets; scheduling candidates and scanning documents into database; creating spreadsheets, inputting data into Excel, and running reports; coordinating pre-appointment medicals to review initial results; attending and assisting with off-site screenings. Strong working knowledge of MS Word and Excel is required. Incumbent must have a valid driver's license as travel will be required.

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: 4.

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) and a resume by email to HRCOSapply@nycourts.gov or mail to:

Major Frank Casiano
Office Of Court Administration
Department of Public Safety,
25 Beaver Street, 7th Floor
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: February 20, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 22, 2024

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