UCS-23

PLEASE POST
ANNOUNCEMENT NO. 1439

POSITION TITLE:	MANAGEMENT ANALYST (E-FILING)	JG: 25

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF E-FILING
25 BEAVER STREET, NEW YORK, NY.

BASE SALARY: $91,642   + $4,775 Location Pay

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: This position will be assigned to the OCA Division of E-Filing/NYSCEF Resource Center. Duties include but are not limited to: developing and conducting training programs related to the New York State Courts Electronic Filing System (NYSCEF) for attorneys, litigants, and court staff throughout the state. In this position applicants must possess excellent written and oral communication skills and the ability to demonstrate and train others in formal presentations both in person and via Microsoft Teams. Applicants must be able to troubleshoot and assist electronic filing users and have a thorough understanding of specific technological applications operating within the New York State Unified Court System which may include one or more of the following systems, NYSCEF, the Electronic Document Delivery System (EDDS), and the Universal Case Management System (UCMS). Applicants must possess excellent interpersonal and leadership skills. Relevant experience and knowledge of court procedures and processes relating to the progress of a case from inception to resolution within the Superior Criminal Court and/or Family Court, including practical experience with the functionality of the courts' internal data base - UCMS, and training experience on UCMS and/or other operating systems is preferred. In addition, the applicant must be available to travel throughout New York State.

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: **2.**

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 cover letter and resume by email to mgalvin@nycourts.gov or by mail to:

Christopher Gibson
Director, Division of E-Filing
Office of Court Administration
25 Beaver Street, Room 926
New York, NY 10004

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

POSTING DATE: April 26, 2024   **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 24, 2024