



PLEASE POST
ANNOUNCEMENT NO. 1441

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #1407 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: COURT ANALYST JG: 18

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
ALBANY, NY

BASE SALARY: \$63,083

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: Trial Court Support (TCS) provides expertise and guidance regarding trial court operations. The goal is to establish best practices and modernize our approach to court operations through collaboration and feedback. The office routinely assists court administrators, managers, and staff with analyzing and solving complex operational issues; implementing new legislation and court policies; refining and standardizing existing court procedures; recommending best practices; conducting in-person and virtual court staff training; developing instructional materials and court forms; and implementing plain language in the courts.

TCS is seeking someone to assist our court operations experts. Duties will include:

- Developing and revising court forms, including creating Word and fillable PDF versions of forms.
- Developing and revising reference materials such as court operations manuals, user guides, and training presentations, including creating Powerpoint presentations and training videos.
- Developing and revising web content for court staff and the public.
- Assisting with organizing and scheduling in-person and virtual meetings and training.
- Compiling statistics and survey results, including creating Excel spreadsheets.
- Assisting with plain language implementation.

Candidates must have strong writing, editing, communication, and organizational skills. Fluency with computer software including Word, Excel, Powerpoint, Sharepoint, and FoxIt is essential. Someone with operational experience in Family, Supreme & County, City & District, or Surrogates Court is preferred. Candidates should be proactive problem solvers with the ability to organize and prioritize tasks, work as part of a team, and collaborate with other stakeholders. Some overnight travel is 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: 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 TCSapply@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.

POSTING DATE: April 30, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 28, 2024

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