



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1473

THE OFFICE OF COURT ADMINISTRATION - DIVISION OF ALTERNATIVE DISPUTE RESOLUTION IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THIS POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

BASE SALARY: \$73,897 + \$4,775 Location Pay (NYC ONLY)

QUALIFICATIONS: One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

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

BASE SALARY: \$63,083 + \$4,775 Location Pay (NYC ONLY)

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: \$56,411 + \$4,775 Location Pay (NYC ONLY)

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 entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF ALTERNATIVE DISPUTE RESOLUTION
NEW YORK, NY OR CASTLETON-ON-HUDSON

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position will be assigned to the Division of Alternative Dispute Resolution. Duties include but are not limited to: Assisting the Training Coordinator with training registration; communicating with trainees before and after events; developing

certificates; developing flyers and other training publicity; and entering data and running reports from a learning management platform; updating the ADR Division's Share Point and external website content and providing administrative and event support for meetings and conferences. The ideal candidate will be experienced utilizing MS Office suite and online database applications. Excellent writing and communication skills are 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 adrdivisionpostings@nycourts.gov or by mail to:

Lisa Courtney
Director, Division of ADR
25 Beaver Street Room 845
New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: July 8, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 5, 2024

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.