



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20344

POSITION TITLE: PRINCIPAL COURT ANALYST JG: 23

LOCATION: NEW YORK CITY CIVIL COURT

BASE SALARY: \$79,805 + \$4,635 LOCATION PAY

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: This position will work with court employees and regional stakeholders to coordinate, track, implement and report on the District's Access to Justice and Equal Justice initiatives. Duties include, but are not limited to: organizing and planning community outreach events at local schools, community centers, civic organizations and public gatherings; spearheading recruitment of diverse applicants for court-related job postings and jury service through justice initiatives; preparing regional outreach brochures to be used at events throughout the city; developing local networks and partnerships to increase community participation in justice initiatives; scheduling and participating in local and regional stakeholder meetings; working with local and state government to ensure courthouse renovations related to justice initiatives are completed; assisting citywide Access to Justice/Equal Justice committees in updating signage, court websites, court materials and court-related forms; developing diversity, equity and inclusion training programs for the city and its stakeholder agencies; maintaining and organizing data relative to the county's justice initiatives; and identifying new justice initiatives to increase court user's access to the courts and available community resources throughout the city.

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

Alia Razzaq
Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

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

POSTING DATE: November 27, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 25, 2023

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