



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 24407

POSITION TITLE: ASSISTANT COURT ANALYST **JG: 16**

LOCATION: SUPREME COURT- CRIMINAL TERM, NEW YORK COUNTY

BASE SALARY: \$56,411 + \$ 4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: This position will be assigned to the Facilities Unit. Duties include but are not limited to: overseeing the inventory for the court, communicating with outside vendors; corresponding with supervisors to assess needs; sending reports, managing surplus equipment, assigning decals; managing parking permits, payments and database; managing court car usage, maintaining logs, scheduling calendar, processing invoices for gas and maintenance; managing judges parking requests and assisting with work orders for the building and facility issues as needed and providing other administrative support as 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 must 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 nysupremecriminalhr@nycourts.gov or by mail to:

Christopher Disanto, Esq.
Chief Clerk VII
Supreme Court, Criminal Term - New York County
100 Centre St, 10th floor, Room 1010
New York, NY 10013

[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

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.
