



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26419

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

LOCATION: SUPREME COURT, KINGS COUNTY- CIVIL TERM

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: The Assistant Court Analyst will be assigned to the HR Department and will be responsible for assisting with duties within the department. Responsibilities include but are not limited to: assisting with canvassing civil service lists and recruitment; maintaining employee personnel files; updating employee contact information; completing employee ID card requests; maintaining a chamber staff directory; composing letters; registering new employees for New Employee Orientation; reviewing documents for accuracy; and other clerical tasks.

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 and cover letter by email to HRKSCCIV@nycourts.gov (please reference posting #26419 in subject line) or by mail to:

LINDSAY COUNCIL
SUPREME COURT, KINGS COUNTY - CIVIL TERM
HUMAN RESOURCES DEPARTMENT
360 ADAMS STREET, ROOM 876A
BROOKLYN, NY 11201

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

POSTING DATE: March 27, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 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.
