



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27406

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

LOCATION: SUPREME COURT, QUEENS COUNTY - CIVIL TERM

BASE SALARY: \$ 73,897 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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. Preference will be given to candidates with 5+ years of HR 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.

ASSIGNMENT: This position is assigned to the Human Resources Unit. Duties include but are not limited to: advising employees and court managers on the interpretation of human resources policies, programs and procedures; updating employee information in HRIS systems; assisting with time management and leave request process; coordinating canvasses for competitive civil service positions and coordinating the interview process; maintaining and updating HR files; participating in training and orientation of employees; acting as a liaison with centralized HR units; assisting with outreach and diversity efforts; assisting with maintaining compliance with federal and state regulations concerning employment and participating in human resource projects. Candidates with strong HR/Personnel backgrounds who are familiar with FMLA, Workers Compensation, on boarding processes and required documentation are preferred.

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 required 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 QSCemployment@nycourts.gov or by mail to:

TAMARA KERSH
CHIEF CLERK
SUPREME COURT - CIVIL TERM, QUEENS COUNTY
88-11 SUTPHIN BOULEVARD
JAMAICA, NY 11435

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

POSTING DATE: March 21, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 18, 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.
