



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 3224**

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

**LOCATION:** 3<sup>rd</sup> JUDICIAL DISTRICT  
DISTRICT ADMINISTRATION OFFICE

**BASE SALARY:** \$57,166

**CLASSIFICATION:** Non-Competitive

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; **or** Bachelor's degree from an 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.

**ASSIGNMENT:** Duties include but are not limited to: preparing and entering purchase orders in the Statewide financial System (SFS); preparing and entering a wide variety of accounts payable and travel transactions in SFS; assisting with all finance related inquiries from Judges, employees, suppliers and the public; assisting with the review of all monthly revenue; providing assistance to the Surrogate's and City Courts in regard to revenue and preparing annual reports for submission to the Division of Financial Management.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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: 2.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [3jdpersonnel@nycourts.gov](mailto:3jdpersonnel@nycourts.gov) or by mail to:

CHRISTY BASS  
DISTRICT EXECUTIVE  
THIRD JUDICIAL DISTRICT OFFICE  
2500 POND VIEW, SUITE 210  
CASTLETON-ON-HUDSON, NY 12033

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)**

**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

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**POSTING DATE:** June 17, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 15, 2022

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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.

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