



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3416

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12**

LOCATION: 3rd JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$ 44,926

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or** High School Diploma or the equivalent and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Junior Court Analysts provide paraprofessional and professional support services for on-going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT: This position is assigned to the District Administrative Office of the 3rd Judicial District. Duties include, but are not limited to: entering Alternative Dispute Resolution data into statewide database; following up with Chambers staff to ensure that ADR events are properly recorded; answering inquiries from judges, court staff, and the public; preparing correspondence; drafting judicial assignment orders; filing; maintaining spreadsheets and databases; preparing caseload reports for all court types; reviewing reports for errors and omissions; preparing, collating and distributing informational documents; identifying trends and maintaining spreadsheets; assisting with general administrative office functions; and other duties as assigned. This position will also be performing front desk duties in addition to the ADR work.

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 resume by email to 3jdemployment@nycourts.gov or by mail to:

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

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

POSTING DATE: April 15, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 13, 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.
