



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 51214

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**POSITION TITLE:** PRINCIPAL COURT ANALYST JG: 23

**LOCATION:** APPELLATE DIVISION, FIRST DEPARTMENT  
CHARACTER AND FITNESS DEPARTMENT  
41 MADISON AVENUE, NEW YORK

**BASE SALARY:** \$74,478 + \$4,300 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

**ASSIGNMENT:** With substantial independence from supervision, the principal court analyst will work individually and/or as a team leader to review, analyze and investigate applications of candidates who seek admission to the New York State Bar. Duties include, but are not limited to: drafting confidential summaries of investigation, providing analysis to sitting members of the Committee comprised of highly experienced members of the New York State Bar, corresponding with candidates; obtaining additional and/or confidential documentation as warranted by the review and investigation, and ensuring completion of file prior to submission to committee member. The analyst will also perform other duties as assigned by the Counsel to the Committee. Candidates for this position should have strong verbal and written communication, organizational and computer skills, and a working understanding of Word, Excel, and Access applications.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [ad1humanresources@nycourts.gov](mailto:ad1humanresources@nycourts.gov) or mail to :

Kerry Bookstaver  
Appellate Division, First Judicial Department  
27 Madison Avenue  
New York, NY 10010

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY 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.

**POSTING DATE:** June 22, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 20, 2022

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