



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52233

---

THE APPELLATE DIVISION, SECOND DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES.

---

**POSITION TITLE:** Principal Court Analyst JG: 23

**BASE SALARY:** \$74,478 + \$4,300 Location Pay

**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.

---

**POSITION TITLE:** Management Analyst JG: 25

**BASE SALARY:** \$ 83,034 + \$4,300 Location Pay

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

**DISTINGUISHING FEATURES OF WORK:** Management Analysts are responsible to the Director of the Division of Technology & Court Research, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

---

**ASSIGNMENT:** The successful applicant will supervise personnel and payroll operations for the Appellate Division, Second Judicial Department, and its ancillary agencies, covering a geographical area of ten counties (Kings, Richmond, Queens, Westchester, Rockland, Putnam, Orange, Dutchess, Nassau, and Suffolk). The position is responsible for the preparation of all payroll transactions to ensure that all judicial and non-judicial employees are paid in an accurate and timely manner. The position is also responsible for interacting with the Counsel's Office for OCA on personnel matters and providing guidance related to employee counseling and disciplinary issues. Applicants must possess extensive knowledge of the Rules of the Chief Judge, UCS personnel policies, the relevant collective bargaining agreements, time and attendance procedures, workers' compensation, leaves of absence (FMLA), alternative work schedules, and payroll regulations promulgated by the Office of the State Comptroller. Additional assignments include, but are not limited to: preparing budget requests; recruiting, interviewing and training new staff; drafting memoranda; and assisting with special projects as directed by the Chief of Staff to the Presiding Justice. Excellent interpersonal and communication skills, both verbal and written, are required, as well as the ability to handle sensitive matters in a confidential manner.

**LOCATION:** APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT  
45 MONROE PLACE, BROOKLYN, NEW YORK 11201

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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 [AD2-CHIEFOFSTAFF@NYCOURTS.GOV](mailto:AD2-CHIEFOFSTAFF@NYCOURTS.GOV) or by mail to:

Rossiya Fajardo  
Chief of Staff  
Appellate Division, 2nd Dept.  
45 Monroe Place  
Brooklyn, NY 11201

**[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.**

---

**POSTING DATE:** June 1, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 29, 2022

---

**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.**

---

---