



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52234

POSITION TITLE: ASSISTANT COURT ANALYST **JG:** 16

LOCATION: MENTAL HYGIENE LEGAL SERVICE
GOSHEN, ORANGE COUNTY

BASE SALARY: \$ 51,113 + \$2,150 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; or Bachelor's degree from an accredited college or university; or High School diploma or the equivalent and four (4) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: This position will provide confidential administrative support for the Deputy Chief Attorney's office. Duties include, but are not limited to: preparing and arranging for the filing of various court documents in the Supreme Court, Appellate Division and Court of Appeals; typing; filing; editing; preparing correspondence for signature; answering telephone calls; preparing travel vouchers; maintaining the Deputy Chief Attorney's confidential and time-sensitive files and appointment calendars; arranging meetings; training and monitoring of MHLS support staff throughout the 9th Judicial District to ensure timely and accurate maintenance of agency files, statistics and client database; assisting with the maintenance of time and attendance records, and performing other related duties. Candidates must be proficient in Microsoft Outlook, Word, Excel, and/or Quattro Pro and WordPerfect, and be able to work within expedited time frames, with close attention to detail. Punctuality, the ability to handle sensitive matters in a confidential matter, and strong interpersonal and organizational skills, are required.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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) and a resume and cover letter by email to MHLS2-HR@nycourts.gov or by mail to:

Michael Neville
Director
Mental Hygiene Legal Service
600 Old Country Road, Suite 224
Garden City, NY 11530

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 3, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 1, 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.
