



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52384

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

LOCATION: Appellate Division, Second Department
Grievance Committee, 10th Judicial District
150 Motor Parkway, Suite 306 Hauppauge, NY 11788

BASE SALARY: \$ 61,249 + \$ 4,635 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL - TEMPORARY

QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor's degree from 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: The Grievance Committee for the Tenth Judicial District conducts confidential investigations and prosecutions of attorneys accused of professional misconduct. The individual selected will serve as the office manager, which duties include researching, obtaining bids, negotiating, and purchasing office supplies; acting as liaison between vendors, office staff, and the Appellate Division; reviewing and processing all invoices and bills from outside vendors, preparing written correspondence in connection with invoices and bills, and preparing vouchers; overseeing maintenance and repairs of office equipment; serving as a liaison between office staff and the building landlord and management team; serving as an Administrative Assistant to the Chief Counsel and Deputy Chief Counsel, which includes preparing confidential reports, as well as correspondence and legal documents; and assisting in the supervision of clerical support staff. Candidate should have knowledge of Appellate Division purchasing procedures and guidelines.

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) and a resume and cover letter by email to AD2-Postings@nycourts.gov with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: November 30, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 28, 2023

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