



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52385

POSITION TITLE: SENIOR COURT ANALYST

JG: 21

LOCATION: Appellate Division, Second Department
Attorneys for Children
335 Adams Street Brooklyn, NY 11201

BASE SALARY: \$71,748 + \$4,635 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT: This position will work under the supervision of the Director of the Attorneys for Children (AFC) Program in assisting with the operation of the program which has oversight of the AFC Panel and the Mental Health Professionals Panel. Duties include, but are not limited to, assisting in the following aspects of the AFC Program: panel applications; recruitment; the annual recertification of the panel attorneys; processing of assigned counsel appellate vouchers; processing of expert vouchers; AFC sponsored Continuing Legal and Mental Health Education Programs; updating and maintaining the panel member databases. Excellent interpersonal and communication skills, both verbal and written, are required, as well as the ability to handle sensitive matters in a confidential manner. Knowledge of Foxit, Adobe Pro, WordPerfect, Microsoft Word, and Microsoft Access is preferred, but not required.

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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