



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52444

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

LOCATION: MENTAL HYGIENE LEGAL SERVICE
GARDEN CITY, NASSAU COUNTY

BASE SALARY: \$63,083 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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: This position will provide administrative support to the agency's fiscal unit, which serves the needs of 16 field offices throughout the Second Judicial Department. Duties include but are not limited to: entering transactions in the Statewide Financial System (SFS) including accounts payable vouchers, purchase orders, and refunds of appropriation; reviewing and approving travel vouchers in SFS; overseeing accounts receivable which includes billing, tracking, and the collection of delinquent payments; assisting with preparation of the annual budget; tracking expenditures; preparing fiscal reports; purchasing a variety of goods and services; procuring vendors and overseeing their work; preparing bid solicitations; monitoring the inventory of equipment and furniture; and training staff performing related duties. Applicants must possess good interpersonal and communication skills, both verbal and written. A strong working knowledge of Microsoft Excel is required and prior experience in SFS is preferred. Travel throughout the ten counties of the Second Judicial Department may be required, on an as-needed basis.

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) a resume and a 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.

POSTING DATE: August 12, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 9, 2024

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