



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54413

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ATTORNEY FOR THE CHILDREN, ROCHESTER, NY

BASE SALARY: \$82,198

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: The individual assigned to this position will assist panel attorneys for children seeking resources, support services and professionals with specific expertise by developing and maintaining an online resource directory and will be responsible for the administration of the Mental Health Professionals Panel for the Appellate Division, Fourth Department. Duties include but are not limited to: recruiting mental health professionals; reviewing and evaluating panel applications; overseeing the payment process; coordinating continued professional education; assisting in evaluating the work performed by panel members; investigating complaints made against panel members; and preparing an annual report on the operation of the Mental Health Professionals Panel. Preference will be given to candidates with a degree and/or background in social work.

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 cover letter and resume by email to mljones@nycourts.gov or by mail to:

Mary L. Jones
Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

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

POSTING DATE: September 5, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 3, 2024

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.
