



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7405

7th JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE IS RECRUITING FOR (3) POSITIONS IN THE ANALYST SERIES. THESE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: SENIOR COURT ANALYST JG: 21

BASE SALARY: \$73,897

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 act as the district fiduciary specialist and is responsible for assisting the Administrative Judge and District Executive in overseeing fiduciary appointments for the district. Duties include but are not limited to: ensures that all filings required by Parts 26 and 36 of the Rules of the Chief Judge are completed and that the information contained in those filings are entered into the fiduciary database; monitors compliance with rules and procedures; reviews requests for access to the fiduciary database and assigns passwords; identifies court staff who will make entries into the fiduciary database and ensures that local fiduciary clerks view training videos and have access to best practice guide and training manuals; identifies gaps in training and provides assistance; identifies Judge's who have Part 36 appointments and Part 26 Compensation awards; analyzes statistical reports to identify trends and gaps in reporting; answers questions from court users regarding appointments, eligibility, compensation and the database; liaisons with OCA on complex questions; assists with implementing best practices in the district; performs other duties in the District Administrative Office such as reviewing data, preparing reports, or assisting with special projects. Travel within the district is required.

POSITION TITLE: COURT ANALYST JG: 18

BASE SALARY: \$63,083

QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor's degree from an 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 is assigned to the Fiscal unit in the District Administrative Office. Duties may include, but are not limited to: accounts payable; refunds; revenue classifications and bank reconciliation; assisting in purchasing and procurement; communicating with outside vendors; corresponding with department supervisors to assess needs; daily cash/check audits; assisting and tracking agency budget; scheduling and verifying deliveries; as well as any other special financial projects.

LOCATION: 7th JUDICIAL DISTRICT
ADMINISTRATIVE OFFICE - ROCHESTER, NEW YORK

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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: 3.

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 cover letter by email to 7thhumanresources@nycourts.gov or by mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: March 13, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 10, 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.
