



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 8409

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**POSITION TITLE:** ASSISTANT COURT ANALYST **JG: 16**

**LOCATION:** 8<sup>th</sup> JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE

**BASE SALARY:** \$56,411

**CLASSIFICATION:** Non-Competitive/Confidential

**QUALIFICATIONS:** One year in the Junior Court Analyst title; or Bachelor's degree from an accredited college or university; or High School diploma or the equivalent and four (4) years of relevant experience; or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entry level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

**ASSIGNMENT:** This position is assigned to the Human Resources Unit in the 8th Judicial District Administrative Office. Duties include but are not limited to: assisting with canvassing civil service lists, maintaining and updating personnel files and training records, KRONOS timekeeping review and reporting, payroll and benefit processing, announcement distribution, and assisting with special projects.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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 must 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [8JDHRApplications@nycourts.gov](mailto:8JDHRApplications@nycourts.gov) or by mail to:

SHION CHRISTIAN  
HUMAN RESOURCES  
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
92 FRANKLIN STREET  
BUFFALO, NY 14202

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

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**POSTING DATE:** March 13, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 10, 2024

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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.

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