



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52419

**PROMOTIONAL OPPORTUNITY**

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THE APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE COURT ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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

**BASE SALARY:** \$50,770 + \$3,697 Location Pay

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** 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.

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**POSITION TITLE:** SENIOR COURT ANALYST **JG: 21**

**BASE SALARY:** \$59,462 + \$3,697 Location Pay

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** 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.

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

**BASE SALARY:** \$66,129 + \$3,697 Location Pay

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** 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.

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**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> DEPARTMENT  
45 Monroe Place  
Brooklyn, New York 11201

**CLASSIFICATION:** Non-Competitive/Confidential

**ASSIGNMENT:** The successful applicant will provide assistance to the Chief of Staff of the Appellate Division Second Department and its ancillary agencies. Duties include, but are not limited to: review, prepare and data enter Claims for Payment, Travel, Purchase Orders, Encumbrances, Journal Vouchers, Interagency Payments as well as all other fiscal documents into the Statewide Financial System (SFS); ensuring supporting documentation is present and complies with internal controls and UCS rules; procuring goods and services while adhering to purchasing rules; maintain equipment inventories; answering inquiries and resolving issues with ancillary agencies and vendors; facility maintenance; records management; excellent interpersonal, writing and communication skills are required as well as the ability to handle sensitive issues in a confidential manner; familiarity with the fiscal policies/procedures of the NYS Controller as well as the UCS Contract and Procurement Procedures Manual; strong SFS, Excel, and word processing skills.

**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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

Appellate Division, 2<sup>nd</sup> Judicial Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Mary O'Donoghue, Human Resources Director

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**POSTING DATE:** December 10, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 2, 2015

**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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