



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52422

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

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

**BASE SALARY:** \$ 45,394 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One (1) 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 entering 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:**

Duties include but are not limited to: computer data entry such as the logging in of motions and applications for enlargements of time, organization and filing of motion papers, proof-reading and cite-checking of legal decisions. Excellent interpersonal, writing and communication skills are required as well as the ability to handle sensitive issues in a confidential manner. Paralegal background preferable.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

APPELLATE DIVISION, 2<sup>ND</sup> 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.**

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**POSTING DATE:** December 17, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 9, 2015

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