



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1507

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12**

LOCATION: OCA - OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY

BASE SALARY: \$ 36,865

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or** High School Diploma or the equivalent and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Junior Court Analyst provide paraprofessional and professional support services for on-going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT:

The Office of Justice Court Support (OJCS) unit works with the Town and Village courts statewide providing legal counsel as well as education and training to the judges and court clerks. Under supervision, the Junior Court Analyst will support the Office of Justice Court Support and the Town and Village courts. Duties include but are not limited to: intimate knowledge in Microsoft Office Suite including Word, PowerPoint, OneNote, Outlook, and Excel with the ability to enter information into existing database. Further duties include answering, screening and assigning phone calls. Ability to communicate well with others with a strong attention to detail in composing, typing and proofing materials. Self-starter with the ability to multi-task.

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 resume to:

NANCY SUNUKJIAN
DIRECTOR - OFFICE OF JUSTICE COURT SUPPORT
187 WOLF ROAD
ALBANY, NY 12205

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 23, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 13, 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.
