UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1410

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

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
CASTLETON ON HUDSON, NY

BASE SALARY: $ 45,394

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor`s degree from 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:
The Grants & Contracts unit manages external funding resources (grants) and contracts with organizations that provide services in support of court operations. Under supervision of the Senior Coordinator and Management Analysts, the Assistant Court Analyst will support the grants and contracts teams. Duties include but are not limited to: entering and reviewing accounts payable transactions in the Statewide Financial System; entering grant proposals, budget information, and reports into the grants management database systems maintained by the federal government and other funders; administrative support of procurement and contracting activities; and preliminary review of fiscal reconciliations of service contract expenditures.

GENERAL INFORMATION:
The above statements are intended to describe the general nature and level of work 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:

FRANK WOODS
SENIOR COORDINATOR
OFFICE OF COURT ADMINISTRATION
DIVISION OF PROFESSIONAL AND COURT SERVICES
2500 POND VIEW
CASTLETON-ON-HUDSON, NY 12033

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 6, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 1, 2014

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