



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 1501**

POSITION TITLE: SENIOR COURT ANALYST

JG: 21

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
CHILD WELFARE COURT IMPROVEMENT PROJECT
NEW YORK CITY

BASE SALARY: \$59,462 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING THROUGH SEPTEMBER 30, 2016

QUALIFICATION: 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.

ASSIGNMENT:

Under the overall direction and administrative supervision of the Project Director (Child Welfare Court Improvement Project Coordinator) and in collaboration with the Statewide Drug Court Coordinator within the Office of Policy and Planning for UCS, the responsibilities of the Senior Court Analyst (Project Liaison) may include 1) coordinating and assisting in the design, development and implementation of the grant objectives within the five counties of New York City; 2) attending statewide project steering committee meetings to conceptualize the reform; 3) understanding existing practices of the Family Treatment Courts and work with the Chief Clerks and court staff to better identify the needs and obstacles of system reform in each of the NYC counties; 4) coordinating and participating in local collaborative meetings and training; 5) providing a consistent presence for the project as a contact person for outside agencies regarding the project in New York City. A thorough working knowledge of the family court and family treatment courts, child welfare system operations, family law and child welfare policy is required. Some statewide and out-of-state travel will be required.

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 the same 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. 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:

Christine Sabino Kiesel, Esq.
Coordinator, Child Welfare Court Improvement Project
200 Elizabeth Street
Utica, NY 13501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 6, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 28, 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.
