



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1813

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

LOCATIONS: NYS OFFICE OF COURT ADMINISTRATION
DIVISION OF PROFESSIONAL AND COURT SERVICES
Manhattan

BASE SALARY: \$ 64,367 + LOCATION PAY \$4,000

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; **or** Bachelor's degree from accredited college or university and two (2) years of relevant experience; **or** Master's degree from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience. Preference will be given to candidates with a degree in Library Science, Archival Science, or a related field.

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: This position will be assigned to the Division of Professional and Court Services' Office of Records Management. The candidate must be able to provide logical and consistent guidance to others on how to develop procedures to ensure the effectiveness and continuity of a court records management program. Special consideration will be given to applicants with prior records management experience and a practical understanding of the technical nature of electronic records. The ability to work independently, to present coherent oral and written proposals, and to develop and conduct training programs are critical components of the position. Successful applicants will manage significant records management projects focused on any aspect of the field, including retention, electronic records, process improvement, records inventory, disaster recovery, and archives. Statewide travel will be required.

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 and a letter of application by email to orm@nycourts.gov or by mail to:

GEOF HUTH, CHIEF RECORD OFFICER and CHIEF LAW LIBRARIAN
DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF RECORDS MANAGEMENT
25 BEAVER STREET, ROOM 856
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 2, 2018

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 23, 2018

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.
