



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26506

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

LOCATION: SUPREME COURT, KINGS COUNTY

BASE SALARY: \$ 67,452 + \$ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Court Analyst title; **or** Bachelor's degree from accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

ASSIGNMENT:

The selected candidate will be responsible for managing the upkeep of the Law Department Libraries in both the Criminal Term and Civil Term and will maintain satellite offices in both buildings – 360 Adams Street and 320 Jay Street. In addition to the above duties, the candidate will also serve as manager of the Criminal Term Correspondence Unit; act as the court's liaison on a number of panels and committees; manage the court's outreach and ongoing internship programs; and perform other administrative functions as needed by the court.

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 by email to KCSC-Employment@nycourts.gov (please reference posting #26506 in subject line) or by mail to:

PATRICIA CREEGAN
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM
HUMAN RESOURCES DEPARTMENT
320 JAY STREET, ROOM 4.110
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 13, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 7, 2015

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