



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51515

THE APPELLATE DIVISION, FIRST DEPARTMENT IS RECRUITING FOR THREE (3) POSITIONS IN THE COURT ANALYST SERIES.

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

BASE SALARY: \$60,650 + \$ 3,697 Location Pay

QUALIFICATIONS: 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

Duties include general paralegal and investigative work related to complaints involving attorney misconduct including, among other things, reviewing complaints, writing memos summarizing complaints, interacting with complainants, attorneys, witnesses and various governmental agencies, and conducting computer research to locate parties and information relevant to the complaints.

POSITION TITLE: COURT ANALYST **JG: 18**

BASE SALARY: \$51,783 + \$ 3,697 Location Pay

QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor`s degree from an accredited college or university and one (1) year of relevant experience; **or** Master`s degree in Public or Business Administration from an accredited college or university; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK

Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

ASSIGNMENT

Duties include general paralegal and investigative work related to complaints involving attorney misconduct including, among other things, reviewing complaints, writing memos summarizing complaints, interacting with complainants, attorneys, witnesses and various governmental agencies, and conducting computer research to locate parties and information relevant to the complaints.

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

BASE SALARY: \$46,301 + \$ 3,697 Location Pay

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor`s degree from an 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 entry 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

Duties include providing administrative support to attorneys/paralegals/investigators including preparing letters, memos, motions and other court pleadings, making copies, doing mailings, and other general office support.

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
DEPARTMENTAL DISCIPLINARY COMMITTEE
61 BROADWAY, NEW YORK, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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: 3

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 cover letter and resume to:

Susanna Molina Rojas
Clerk of the Court
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 21, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 12, 2016

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.
