



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52515

THE APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT - GRIEVANCE COMMITTEE IS RECRUITING FOR ONE (1) POSITION IN THE COURT ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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 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.

Accounting degree and/or experience preferred.

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.

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.

Accounting degree and/or experience preferred.

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.

LOCATION: APPELLATE DIVISION, 2ND DEPARTMENT
Grievance Committee, 2nd, 11th, and 13th Districts
335 Adams Street, Suite 2400
Brooklyn, NY 11201

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT: The Grievance Committee Accountant assists a legal staff of ten (10) attorneys with investigating allegations of attorney misconduct involving escrow funds. Duties include, but are not limited to: auditing attorneys' bank and escrow records; preparing MS Excel spreadsheets; reconstructing escrow accounts; drafting correspondence to attorneys and banks; preparing and serving subpoenas for bank records; reviewing dishonored check reports received from the Lawyers' Fund for Client Protection; attending and assisting staff attorneys at examinations under oath and disciplinary hearings; drafting memoranda which summarize the investigation and include an analysis of any violations of the Rules of Professional Conduct.

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 to:

Diana Kearse
Appellate Division, 2nd Judicial Department
Grievance Committee, 2nd, 11th, and 13th Districts
335 Adams Street, Suite 2400
Brooklyn, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 28, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 19, 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.
