



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52619

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

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

BASE SALARY: \$61,863 + \$3,697 Location Pay

CLASSIFICATION: Non-Competitive/Confidential

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.

ASSIGNMENT: The Grievance Committee Senior Court Analyst assists the legal staff with investigating allegations of professional misconduct against attorneys. Duties include, but are not limited to: drafting correspondence to attorneys, complainants and banks; preparing court-ordered subpoenas; auditing attorneys' bank and escrow account records; preparing EXCEL spreadsheets for audits; assisting staff attorneys at examinations under oath and disciplinary hearings; and, drafting memoranda for staff attorneys that summarize the results of these investigations and provide 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
Chief Counsel
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: December 7, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 29, 2016

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