



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52620

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

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
ATTORNEY FOR THE CHILD
335 Adams St
Brooklyn, NY 11201

BASE SALARY: \$ 47,226 + \$ 3,697 Location Pay

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from 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 entering 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:

The individual selected will assist with voucher processing for the Attorneys for Children Program (AFC) which processes approximately 25,000 vouchers each year. Responsibilities include, but are not limited to, pre-processing review of vouchers to ensure compliance with AFC guidelines; pre-auditing vouchers and assisting panel members in navigating the AFC voucher system. Applicant should have Statewide Financial System (SFS) data entry experience. Excellent typing skills and knowledge of Excel and Word Perfect is required. Applicant must possess good interpersonal and communication skills.

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 to:

APPELLATE DIVISION, 2ND DEPARTMENT
45 MONROE PLACE
BROOKLYN, NEW YORK 11201
ATTENTION: MARY O'DONOGHUE, HUMAN RESOURCES DIRECTOR

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 9, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 3, 2017

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.