



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53605

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

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
COMMITTEE ON PROFESSIONAL STANDARDS
ALBANY, NY

BASE SALARY: \$52,816

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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

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: This position will assist the attorneys in the Committee on Professional Standards office with respect to the investigation of complaints of professional misconduct filed against attorneys. Duties include, but are not limited to: reviewing, analyzing and preparing summaries of complaints of professional misconduct and related responses; conducting investigations under the supervision of attorneys; preparing investigative notes and summaries; communicating verbally and in writing with the public; gathering information from on-line sources; searching for and retrieving documents, records and addresses for complainants, attorneys, and witnesses; utilization of various legal databases; serving legal papers; and performing other duties assigned by the Chief Attorney. Candidates should have strong verbal and written communication skills along with strong organizational and computer skills. Legal experience is preferred.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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, resume and references by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 7, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 28, 2016

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