



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 6502

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12**

LOCATION: 6th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$ 36,140

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or** High School Diploma or the equivalent and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Junior Court Analyst provide paraprofessional and professional support services for on- going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT:

This position is assigned to the District Administrative Office of the Sixth Judicial District. Individual will be responsible for various administrative duties. Employee will have primary responsibility for reception which includes phone calls and visitors. Employee will also assist all units within the District Office with clerical responsibilities. The functions will require the individual to possess excellent organizational ability, customer service skills, and excellent word processing skills.

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 by email to 6JDHR@courts.state.ny.us or mail to:

SUSAN LEONARDOS
HUMAN RESOURCES
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NY 13901
(607) 240 - 5350

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 13, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 4, 2015

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