



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 6503

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

**LOCATION:** 6<sup>th</sup> JUDICIAL DISTRICT  
DISTRICT ADMINISTRATIVE OFFICE

**BASE SALARY:** \$ 45,394

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

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

This position is assigned to the Human Resources Unit of the Sixth Judicial District Administrative Office. Duties include but are not limited to: canvassing civil service lists, updating personnel files and training records, KRONOS timekeeping review and reporting, Human Resources Electronic Management System update, payroll and benefit processing, announcement distribution, evaluation tracking and special projects.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [6JDHR@courts.state.ny.us](mailto:6JDHR@courts.state.ny.us) or mail to:

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

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** January 13, 2015

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

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