



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 14108

POSITION TITLE: COURT ANALYST

JG: 18

LOCATION: OCA – THE RICHARD C. FAILLA LGBTQ COMMISSION
25 BEAVER STREET, NEW YORK, NY 10004

BASE SALARY: \$63,083 + \$4,775 LOCATION PAY

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: Established in December 2016, The Richard C. Failla LGBTQ Commission of the New York State Courts is dedicated to promoting equal participation and access throughout the court system by all persons regardless of sexual orientation, gender identity, or gender expression. To fulfill this mission, the Commission protects and enhances diversity and promotes the presence of the LGBTQ judicial and non-judicial personnel within the Unified Court System. Our efforts include training and educational programs for judges, non-judicial personnel, and court partners; building collaborative relationships with LGBTQ advocacy organizations, bar associations, the legal profession, and community groups to raise awareness about LGBTQ issues and to foster a more supportive environment; fostering sensitivity for and progress by LGBTQ persons in our courts; and demonstrating a public commitment to respecting the dignity and equality for all who come through our courthouse doors. We now seek a court analyst to assist our existing staff and co-chairs as the third dedicated staff member of the Commission.

Duties include but are not limited to: drafting correspondence letters, e-mails, and budget requests for Commission programs and events; responding to e-mail inquiries; drafting and sending broadcast notifications to the court system, affinity groups, and bar associations; scheduling and calendaring Commission meetings and programs; taking minutes at Commission and subcommittee meetings; serving as a liaison between interagency departments and community stakeholders; managing the Commission's website and social media; general office administrative support, including the facilitation of incoming and outgoing office correspondence; preparing and submitting staff travel expense reports; and handling initial communications and factfinding for reports of mistreatment or misconduct.

Strong interpersonal skills, excellent oral and written communication ability, and experience working in a fast-paced and flexible team environment are desired. Must be able to work with all levels of management, maintain confidentiality, manage multiple projects simultaneously, meet strict deadlines, and be highly productive. Preference will be given to those applicants proficient in Microsoft Office Suite and web design. Must be willing to work full-time in-person at 25 Beaver Street.

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), a resume, and a cover letter by email in a single combined PDF to miskinner@nycourts.gov or by mail to:

Matthew J. Skinner, Esq
Executive Director
The Richard C. Failla LGBTQ Commission of the New York State Courts
25 Beaver Street, Room 834
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: September 9, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 7, 2024

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.