



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 1526**

POSITION TITLE: SENIOR COURT ANALYST

JG: 21

LOCATION: Office of Court Administration - Division of Technology
125 Jordan Road Troy, NY

BASE SALARY: \$60,650

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATION: One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under supervision, Senior Court Analysts work individually or as team leaders, on projects that involve research and confidential analysis, planning and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT:

This position will be assigned to the fiscal unit within the Division of Technology. The assignment includes the processing of purchase orders and vouchers within the statewide financial system, expenditure reporting and auditing, budget preparation, allocation management, fiscal projections, revenue billing, collection, and analysis. Experience in accounting, budgeting and financial analysis is required. Experience with technology-related purchasing, contracts and RFP preparation is desired.

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 the same 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. 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:

Susanne Sloan
Principal Court Analyst
Office of Court Administration, Division of Technology
125 Jordan Road
Troy, NY 12180
dotapply@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 10, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 31, 2015

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.
