



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54506

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12****LOCATION:** MENTAL HYGIENE LEGAL SERVICE
UTICA, NY**BASE SALARY:** \$ 36,865**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:

The position will focus on assisting attorneys in the representation of detained sex offenders. At least 50% of the workload will involve travel to and work at the Central New York Psychiatric Center Sex Offender Treatment Program (SOTP) where the Junior Court Analyst will work with and scan case files for forwarding to MHLS staff attorneys who are representing detained sex offenders. In addition the position will entail providing support services in a variety of administrative areas to support the functioning of the Utica office.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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. Special arrangements for the disabled may be made by contacting the Director of MHLS at 585-530-3050 prior to the interview. 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) with a resume to:

EMMETT J. CREAHAN, DIRECTOR
MENTAL HYGIENE LEGAL SERVICE - ADMINISTRATIVE OFFICES
M. DOLORES DENMAN COURTHOUSE
50 EAST AVENUE, SUITE 402
ROCHESTER, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 26, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 16, 2015

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