



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1504

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

**LOCATION:** OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES  
OFFICE OF RECORDS MANAGEMENT  
25 BEAVER STREET NEW YORK, NY

**BASE SALARY:** \$ 45,394 + \$3,697 Location Pay

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

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

Under the general direction of the Chief Records Officer, the Assistant Court Analyst is responsible for digitizing court and administrative records and forms; import scanned images onto appropriate databases; manage all aspects of Records Disposition Request process, Electronic Records Management Certification process, Microfilm Quality Control Testing Reporting process and all related databases; maintain invoice files; communicate (orally and in writing) with the court system regarding records management processes; and respond to inquiries received from the court system, agencies and the public.

**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. 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 to:

JANE CHIN  
DEPUTY CHIEF RECORDS OFFICER  
NYS OFFICE OF COURT ADMINISTRATION  
OFFICE OF RECORDS MANAGEMENT  
25 BEAVER STREET, SUITE 855  
NEW YORK, NY 10004

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

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**POSTING DATE:** February 23, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 16, 2015

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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.

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