



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52612

POSITION TITLE: COURT ANALYST **JG: 18**

LOCATION: MENTAL HYGIENE LEGAL SERVICE
170 Old Country Road
Mineola, NY 11501

BASE SALARY: \$ 52,816 + \$ 3,697 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:

Under the direct supervision of the Director and Deputy Director of Administration, the successful applicant will perform confidential analysis and provide administrative support for the Departmental Office of the Mental Hygiene Legal Service in the Second Judicial Department. In addition to serving as the human resources liaison to the Appellate Division, typical duties include but are not limited to: compiling statistical reports, coordinating CLE/training programs, preparing budget requests, processing travel and expense vouchers, drafting correspondence and assisting with special projects on an ad-hoc basis. Applicants should possess a working knowledge of UCS personnel and payroll policies, time and attendance procedures (Kronos), and the relevant collective bargaining agreement. Strong interpersonal and communication skills, both verbal and written, are a necessity, as well as the ability to handle sensitive matters in a confidential manner.

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) and a resume to:

MICHAEL NEVILLE, DIRECTOR
MENTAL HYGIENE LEGAL SERVICE
170 OLD COUNTRY ROAD, ROOM 500
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 22, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 14, 2016

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.
