



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO.** 6618

POSITION TITLE: SENIOR COURT ANALYST **JG:** 21

LOCATION: 6th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$ 61,863

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: 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 responsible for contract administration for the general cleaning, maintenance, and renovation projects at Court Facilities throughout the Sixth Judicial District and will serve as the District Office liaison between the counties, cities, courts and the UCS Court Facilities staff and Budget Office. Individual will be required to perform on-site evaluations of court facilities in the district, prepare annual contract renewal letters, prepare, review and analyze budgets and budget requests, coordinate the contract approval process, oversee contract implementation, audit claims/expenditure vouchers, provide training when necessary, coordinate reporting procedures and assist in the planning and implementation of court facility improvement projects. Additionally, the position involves statistical processing and analysis, inventory tracking, and quarterly report tracking and processing. In addition, this position performs other duties and projects for the units in the District Office based on the needs of the district.

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 by email to 6jdemployment@nycourts.gov or mail to:

Alanna Vroman
Human Resources
Sixth Judicial District Administrative Office
The Kilmer Building
31 Lewis Street, 5TH Floor
Binghamton, NY 13901

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 1, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 24, 2016

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