

APPLICATION PROCESS

THE APPLICATION PACKAGES MUST INCLUDE THE FOLLOWING:

- Current resumé
- Transcript from Master's Program (unofficial copy acceptable)
- Two letters of recommendation from professors and/or a current or prior employer
- Writing sample (may be in the form of a cover letter) no more than two pages in length that demonstrates your particular interest in the field of Public Administration and describes what you hope to contribute and to gain from your experience with the Office of Court Administration

A complete application package must be sent no later than May 16, 2008 to:

Lauren DeSole, Esq.
Director of Human Resources
New York State Unified Court System
25 Beaver Street, New York, NY 10004

ALL COMPLETE APPLICATION packages are reviewed by a selection committee. Applicants selected for an interview will be contacted in June and scheduled for interviews by the selection committee for one-year Fellowships that begin in September 2008.

SUCCESSFUL CANDIDATES must have a solid record of academic achievement, strong written and verbal communication skills, and the ability to work productively both independently and as part of a project team. A demonstrated understanding of the importance of confidentiality when working on public policy matters is key. Dedication to public service is essential.

The Public Administration Fellowships Program is coordinated by the **Division of Human Resources**. If you have any questions or require additional information, please contact the Public Administration Fellows Coordinator at **(212) 428-2515** or visit our website at:

www.nycourts.gov

OFFICE of
COURT ADMINISTRATION

PUBLIC
ADMINISTRATION

“*The OCA Fellowship is a comprehensive program that provides one unique learning opportunity after another, fostering both professional and personal development. Fellows are immersed in the culture of the courts and quickly learn how all the pieces fit together. In short, my experience as a PA Fellow with OCA has been extraordinary!*”

— Jasmin, 2007-2008
Public Administration Fellow



FELLOWSHIP PROGRAM
2008 – 2009

www.nycourts.gov

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PROGRAM

THE NEW YORK STATE UNIFIED COURT SYSTEM is offering one-year fellowships in Public Administration working in the **OFFICE OF COURT ADMINISTRATION**. On behalf of the Chief Administrative Judge, the Office of Court Administration is responsible for establishing and implementing policies and procedures and for providing resources that support the mission of the New York State Unified Court System to promote the rule of law and serve the public by providing just and timely resolution of all matters before the New York State Courts.

THE OFFICE OF COURT ADMINISTRATION includes five divisions with a broad range of responsibilities. The **DIVISION OF ADMINISTRATIVE SERVICES** coordinates the procurement of goods and services and provides a wide range of specialized services such as audiovisual, graphics, and printing. The **DIVISION OF COURT OPERATIONS** oversees trial court operations and assists in the development of standards, guidelines, and programs to support the trial courts, jury offices, and libraries. Alternative dispute resolution programs, legal information and records management, and court interpreting services are among the services provided by this Division. The **DIVISION OF FINANCIAL MANAGEMENT** is responsible for preparing the Judiciary budget and formulating and implementing fiscal policies and procedures. The **DIVISION OF HUMAN RESOURCES** administers the court system's Civil Service system and classification plan, oversees negotiations with the court system's twelve labor unions, administers employee benefit programs, delivers

training to nonjudicial employees, and acts as a resource to support court personnel in all aspects of employment. The **DIVISION OF TECHNOLOGY** provides long-range strategic planning, establishes standards and policies for automation programs, and develops new programs to improve the management and operations of the courts and administrative offices.

IN ADDITION TO THE FIVE DIVISIONS, the Office of Court Administration includes the **COMMUNICATIONS OFFICE**, whose representatives serve as the court system's spokespersons and issue press releases; the **OFFICE OF THE INSPECTOR GENERAL**, which investigates claims of wrongdoing in the court system including allegations of work-related bias and monitors and enforces the rules concerning fiduciary appointments; the **OFFICE OF INTERNAL AFFAIRS**, which conducts financial and operational audits and coordinates self-assessment reviews in the courts and administrative offices; the **JUSTICE COURT SUPPORT OFFICE**, which provides resources, training, and support for the 1,277 locally administered Town and Village Justice Courts; the **JUDICIAL INSTITUTE**, which serves as a center for judicial education; the **OFFICE OF PUBLIC AFFAIRS**, which enhances the public's understanding of the court system; and the **DEPARTMENT OF PUBLIC SAFETY** which develops, oversees, and implements security policy.

A PUBLIC ADMINISTRATION FELLOWSHIP offers a unique perspective on management and administration in the Judicial Branch of New York State Government as well as the opportunity to work closely with court administrators.

PUBLIC ADMINISTRATION FELLOWSHIP PROGRAM

FELLOWS WILL:

- **WORK** on projects that involve the development and implementation of public policy
- **LEARN** about the role of the budgetary process and financial management in state government
- **EXPERIENCE** how policy changes and new initiatives impact operations
- **UNDERSTAND** the key role that employee development and labor relations play in ensuring an organization's success

ELIGIBILITY:

- Master's degree in Public Administration from a fully accredited college or university
- Applicant must either be graduated by August 2008 or must have graduated no longer than two years prior to August 2008

INFORMATION:

- Fellowships will be offered for one year
- Fellowships will begin in September 2008
- Current annual salary as of March 2007 is \$52,600, pending collective bargaining
- Fellowships will include a comprehensive benefits package