



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 11504

**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #11420 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

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

**LOCATION:** 10<sup>th</sup> JUDICIAL DISTRICT - SUFFOLK COUNTY  
DISTRICT COURT

**BASE SALARY:** \$63,083 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; **or** Bachelor's degree from an 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:** Duties include but are not limited to: scheduling of District Court personnel; preparing confidential correspondence for the Chief Clerk and Deputy Chief Clerks; assisting in reviewing reports for weekly and monthly sweeps; reporting bail and trust money to the county comptroller; reviewing and processing bail and trust money to accountants; updating and maintaining the excel Cash Diary; acting as a liaison between the Chief Clerk's Office and the Administrative Judge's Office Fiscal, Human Resources and Facilities Departments; and ordering supplies, furniture, reporting human resource and facility issues.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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 by email to [10jdsufjobs@nycourts.gov](mailto:10jdsufjobs@nycourts.gov) mail to:

WARREN G. CLARK, ESQ.  
DISTRICT EXECUTIVE  
400 CARLETON AVENUE  
CENTRAL ISLIP, NEW YORK 11722

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** January 27, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 24, 2025

**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.**