



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12405

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

LOCATION: NEW YORK STATE COURT OF CLAIMS
ALBANY, NY

BASE SALARY: \$56,411

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an 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: This position is assigned to the Human Resources Unit. Duties include but are not limited to: assisting with processes related to recruitment/hiring, on-boarding, training, Kronos and timekeeping reviewing and reporting, benefits transactions, payroll transactions including retirement and separation, and HR Data processing and integrity. The successful candidate will also serve as a centralized communication hub for both internal and external HR services clientele.

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 ctclpersonnel@nycourts.gov or mail to:

NYS Court of Claims
Robert Abrams Bldg. for Law & Justice
PO Box 7344
Albany, NY 12224
Attn: Suzette Colón

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

POSTING DATE: June 12, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 10, 2024

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