



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1249

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DIVISION OF PROFESSIONAL AND COURT SERVICES - OFFICE OF RECORDS MANAGEMENT IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**POSITION TITLE:** PRINCIPAL COURT ANALYST JG: 23

**BASE SALARY:** \$74,478 + \$4,300 LOCATION PAY

**QUALIFICATIONS:** One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

**ASSIGNMENT:** The Office of Records Management helps to ensure proper records management practices across the UCS with adherence to guidelines for the creation, retention, preservation, and use of records in all formats. The successful candidate will serve as a mid-level supervisor under the Chief Records Manager. Duties include managing the day-to-day development of records retention schedules, digitization and scanning projects, provide support to the Chief Records Manager in delivering technical assistance to courts and OCA offices and performing other core duties. The successful candidate will supervise the work of Court Analysts and Senior Court Analysts. Preference will be given to applicants with supervisory and training experience. Preference will also be given to candidates with prior experience in conducting records inventories, developing retention schedules, disaster recovery and a practical understanding of the technical nature of electronic records. Statewide travel may be required.

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

**BASE SALARY:** \$66,965 + \$4,300 LOCATION PAY

**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:** The Office of Records Management helps to ensure proper records management practices across the UCS with adherence to guidelines for the creation, retention, preservation, and use of records in all formats. Duties include responsibility for significant records management projects focused on any aspect of the field, including retention, electronic records, process improvement, records inventory, disaster recovery, and archives. The successful candidate should be able to provide logical and consistent guidance to others on developing procedures to ensure the effectiveness and continuity of court records. Preference will be given to applicants with prior records management experience and a practical understanding of the technical nature of electronic records. Statewide travel may be required.

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

**BASE SALARY:** \$57,166 + \$ 4,300 LOCATION PAY

**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:** The Office of Records Management helps to ensure proper records management practices across the UCS with adherence to guidelines for the creation, retention, preservation, and use of records in all formats. The successful candidate will work with and support the Senior Court Analysts in the Unit with all aspects of records management projects, including conducting records inventories and assisting with disaster recovery. This position will also be required to develop and provide training classes on records management practices. Preference will be given to applicants that have created scanning jobs utilizing scanning software and have trained staff on the use of appropriate software. Statewide travel may be required.

**LOCATION:** OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES  
OFFICE OF RECORDS MANAGEMENT  
MANHATTAN, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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](http://www.nycourts.gov/careers/UCS5.pdf)) a resume and a cover letter by email to [DPCSapplicants@nycourts.gov](mailto:DPCSapplicants@nycourts.gov) or mail to:

Jane Chin  
Chief Records Manager  
Office of Court Administration  
Division of Professional and Court Services  
25 Beaver Street, 7th Floor  
New York, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM**  
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

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**POSTING DATE:** April 1, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 29, 2022

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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.

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