



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1457

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THE DIVISION OF FINANCIAL MANAGEMENT IS RECRUITING FOR ONE (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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

**SALARY:** \$73,897

**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.

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

**SALARY:** \$82,198

**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 or complex project.

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**LOCATION:** DIVISION OF FINANCIAL MANAGEMENT  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** This position is assigned to the Office of Court Administration's Division of Financial Management. Duties include but are not limited to: the coordination and administrative management in the production and distribution of the Judiciary's publicly released budget and other budget-related documents; assisting the budget team in developing analysis and written documents on components of the budget, and assisting in other department activities including the use of database and web-based tools for budget management. Qualified candidates will have strong written, proofreading and organization skills, demonstrate an attention to detail, and possess the ability to work well both independently and as part of a team under tight deadlines. A high level of proficiency in Microsoft Word, Excel and Outlook is also required. Advanced skills in Microsoft Word, proficiency with editing and manipulating .pdf documents, and/or experience in desktop publishing skills are an asset.

**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, a writing sample and a cover letter by email to [dfm@nycourts.gov](mailto:dfm@nycourts.gov) or by mail to:

Mary Witting  
Chief Budget Analyst  
Office of Court Administration, Division of Budget and Payroll Services  
4 ESP, Empire State Plaza, Ste 2000  
Albany, NY 12223

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

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**POSTING DATE:** June 5, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 3, 2024

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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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