



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1458

POSITION TITLE: PRINCIPAL COURT ANALYST (TRANSLATION SPECIALIST) JG: 23

LOCATION: DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF LANGUAGE ACCESS
MANHATTAN

BASE SALARY: \$82,198 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 Translation from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

ASSIGNMENT: The Translation Specialist will be assigned to the Translation team and will serve as the primary translator of documents from the English language into the designated target language. Responsibilities include but are not limited to: rendering high quality and faithful translations of a variety of court forms, documents, web pages, and signage; serving as lead translator for translations rendered from the English language into the target language, and from the target language into the English language; proof reading and quality review of translations; using an officially adopted translation protocol to ensure quality, accuracy, clarity and consistency for all translated materials; conducting research to ensure translations are accessible to the diverse population of New York State that speaks and reads the target language; reviewing translation requests and discussing impediments in rendering a translation; implementing best practices; utilizing language memory translation software and tools to track translations; ensuring proper dissemination and maintenance of translated materials; and maintaining a library of materials and resources translated into the target language and English.

Candidates are required to have expertise in legal terminology, strong project management and leadership skills, excellent writing, proof reading and communication skills, proficiency in software use such as MS Office, Foxit, and Adobe Desktop Publishing. Preference will be given to candidates with knowledge of court procedures and legal terminology used in the court system. Some travel within the NYS Unified Court System is required.

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.

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 cover letter and resume by email to DPCSapplicants@nycourts.gov or mail to:

Ann Ryan
Coordinator of Office of Language Access
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

POSTING DATE: June 6, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 9, 2024

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.
