

**PLEASE POST
ANNOUNCEMENT NO. 1463****POSITION TITLE:** SENIOR MANAGEMENT ANALYST JG-28**LOCATION:** OCA – OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY**BASE SALARY:** \$107,629**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** One year in the Management Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:** Senior Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators or administrative judges, for supervising a number of complex, on-going, projects involving research, analysis, planning, and policy formulation related to court administration and management. Senior Management Analysts also participate in complex study projects under the direction of Principal Management Analysts, or work with substantial independence from supervision on individual research projects, and perform other related duties.**ASSIGNMENT:** The Office of Justice Court Support (OJCS) works with Town and Village courts statewide providing legal counsel as well as education and training to approximately 1,700 judges and 1,600 court clerks. The Mission of OJCS is to support the work of the Justice Courts by coordinating the delivery of training, equipment, services and support to the Justices and Court Clerks.

This position will provide project management support and supervision of a team of analysts with responsibility for developing, coordinating, and presenting education and training programs before large groups of judicial and non-judicial staff relating to town and village court operations. Duties include but are not limited to: providing expert procedural knowledge and answering complex questions from judges and clerks regarding case management systems and programs; developing guides and educational materials for the T&V courts; acting as a liaison and communicating with various state-wide stakeholders in relation to ongoing projects and initiatives; oversight of office administrative operations, clerical and reception functions, and personnel issues; troubleshooting managerial issues and providing analysis and recommendations; managing internal judicial and court clerk databases and ensuring continuous process improvement; and oversight of the Justice Court Assistance Program (JCAP) which provides grants to T&V courts.

Expert knowledge of court-room case management systems and databases, experience with training design and delivery; and experience in a court room setting as a court clerk and/or court administrator is preferred. Travel throughout New York State is required.

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 smurphy@nycourts.gov or mail to:Scott Murphy
Chief of Staff
Deputy Chief Administrative Judge's Office
Courts Outside New York City
187 Wolf Road, Suite 211
Albany, New York 12205

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: June 14, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 12, 2024

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