



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1464

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

**LOCATION:** OFFICE OF COURT ADMINISTRATION  
DIVISION OF HUMAN RESOURCES  
ALBANY, NY

**BASE SALARY:** \$63,083

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; or Bachelor's degree from 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:** This position will be assigned to the Appointments Unit. Duties include, but are not limited to: under the supervision of senior analysts responding to inquiries received in centralized email boxes, troubleshooting questions, and directing more complex questions to appropriate staff; answering and directing phone calls; coordinating appointments, meetings and managing calendars; maintaining and updating human resources files; auditing and correcting transactions in the HRIS system and assisting local human resource analysts with the interpretation and application of civil service rules and policies. Minimal travel may be required. Experience using HRIS systems such as PeopleSoft is a plus. High level proficiency using Microsoft Office including Excel 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [Hrpostings@nycourts.gov](mailto:Hrpostings@nycourts.gov) or by mail to:

Christy Bass  
Director, Human Resources  
Office Of Court Administration  
25 Beaver Street - 7th Floor  
New York, NY 10004

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

**POSTING DATE:** June 17, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 15, 2024

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