



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1521

THE OFFICE OF COURT ADMINISTRATION PAYROLL SERVICES IS RECRUITING FOR POSITIONS IN THE COURT ANALYST SERIES. THE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

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

BASE SALARY: \$63,083

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.

POSITION TITLE: ASSISTANT COURT ANALYST **JG:** 16

BASE SALARY: \$56,411

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: The assignment will be in the Albany office for processing or audit of timekeeping, payroll, time and leave transactions, taxes, direct deposit, and reassignment pay for approximately 15,000 employees. Responsibilities include analysis, design, and related activities in the development of computerized applications used to audit, maintain and manage payroll and timekeeping records; writing user documentation and training staff; designing and maintaining databases; processing transactions in a client server environment; auditing transactions to ensure compliance with contractual agreements, rules, and laws; providing technical assistance and guidance to other staff in the unit, employees, and administrative personnel in the courts; and coordinating functions with other departments. Responsibilities also include general office support, including the facilitation of incoming and outgoing office correspondence.

Strong interpersonal skills, excellent oral and written communication ability, experience working in a fast paced and flexible team environment are desired. Must be able to work with all levels of management and maintain confidentiality, meet strict deadlines, and be highly productive. Preference will be given to those applicants with working knowledge of Payserv, Payserv Query, HRMS PeopleSoft, Kronos, Payroll Web, CNG, time and leave management, word processing, and spreadsheet software.

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
ALBANY, 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.

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), resume, and a cover letter by email to dfm@nycourts.gov or mail to:

Nadine Kearney
Office of Court Administration, Payroll Services
4 ESP, Empire State Plaza, Ste 2001
Albany, NY 12223

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

POSTING DATE: January 30, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 27, 2025

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.
