



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1526

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OCA - DIVISION OF FINANCIAL MANAGEMENT IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING 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

**BASE 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:** COURT ANALYST JG: 18

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

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; or Bachelor's degree from an 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.

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**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.

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**ASSIGNMENT:** This position will be assigned to the Office of Court Administration's Office of General Services within the Division of Financial Management. Duties include overall day-to-day management of OCA's Records Management Center warehouse facility, which holds up to 36,000 boxes of records at any point in time. The incumbent will physically lift boxes, in addition to operating machinery such as forklifts, scissor lifts and pallet jacks, to move boxes in and out of storage locations within the facility.

Responsibilities also include fiscal management responsibilities for the Center's operation, such as approving invoices and purchase orders. The incumbent will also be responsible for maintenance of Center's equipment and vehicles, ensuring all items are in safe working condition. The incumbent will also operate UCS vehicles to transport records and other items to and from court locations around New York State. Additionally, the incumbent will operate as the primary point of contact with the building's landlord.

The incumbent will ensure accurate tracking of records into the Center from the courts statewide, to various vendors for scanning and digitization, and then back to the Center for quality control by the court, and eventual disposal. Responsibilities also include oversight of precise record-keeping of the current location and status of all court records received and held by the facility. Fiscal responsibility for invoicing at each stage of the digitization cycle is also function of this position.

The Records Center also acts as a hub for many vehicle-related activities for the Unified Court System, including procurement, DMV registration, upfitting of public safety vehicles, and then final delivery to the appropriate UCS court location. Duties of this position will include working with local vehicle managers around the state to track and ensure that preventive maintenance, inspections, and up-to-date insurance information has been completed for all vehicles.

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**LOCATION:** OCA - 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. 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 cover letter and 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.](#)**

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**POSTING DATE:** February 7, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 7, 2025

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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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