



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20441

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: CIVIL COURT, NEW YORK CITY
CITYWIDE

BASE SALARY: \$ 73,897 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: This position is assigned to the Civil Court of the City of New York under the leadership of the Administrative Judge and the Chief Clerk, and/or their designees. Under their direction, the incumbent will support the administration of the Civil Court by performing duties such as identifying newly elected Civil Court judges and communicating with them for highlights, judicial profile information, and scheduling inductions; liaising with the Executive Office concerning the appointment of Judicial Hearing Officers, coordinating payment, submission of vouchers, scheduling, and assignments to the boroughs; generating pending decision and open motion reports and distributing them to Supervising Judges for review and action; preparing and reviewing statistical reports on pending cases in the Civil Term and Small Claims Part throughout the five boroughs; collecting and maintaining statistics regarding Local Civil Court targets; coordinating with site managers in each county and the Office of Records Management on ongoing digitizing projects; drafting letters in response to communications from litigants, attorneys, and stakeholders, submitting them for review to the Administrative Judge as needed; regularly updating the New York City Civil Court Judges' profile pages; assisting with scheduling of Administrative Dismissal and Blockbuster calendars throughout the five boroughs; coordinating and assisting the ADR unit with scheduling and notification of local mediation services; gathering and posting Judicial Part Rules; and performing other duties as assigned by the Administrative Judge and/or the Chief Clerk.

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

Tanya Faye
Acting Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

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

POSTING DATE: September 25, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 23, 2024

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