



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 20447

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

**LOCATION:** NEW YORK CITY CIVIL COURT

**BASE SALARY:** \$63,083 + \$4,775 LOCATION PAY

**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:** The incumbent will support Civil Court administration by performing duties that include: researching court user inquiries and concerns; collecting, reviewing, and compiling data; generating statistics, reports, and visual representations such as graphs and charts; scheduling meetings; data entry, and other clerical tasks as assigned by management.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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 and cover letter by email to [ChiefClerkCivil@nycourts.gov](mailto: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.](#)**

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**POSTING DATE:** November 6, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 4, 2024

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