



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 21433

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

LOCATION: NEW YORK CITY CRIMINAL COURT

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: The New York City Criminal Court is seeking a highly motivated and detail-oriented individual to join our team as a Senior Court Analyst. This position involves a combination of traditional court analytical duties along with maintaining and enhancing the court's intranet website. Duties include but are not limited to: maintaining and updating the NYC Criminal Court's intranet site, ensuring that it remains an effective tool for internal communication and information sharing; collaborating with court divisions to gather, organize, and upload relevant content, including policies, procedures, announcements, documents, and other resources; continuously improving the site's user experience and design, ensuring ease of access and navigation, and creating dynamic and engaging digital materials for internal stakeholders, including staff tutorials, procedural guides, and event promotion. The ideal candidate will be skilled in conceptualizing and developing high-quality multimedia content that supports the internal communication and operational needs of the Court. Proficient use of Word, Excel, Outlook, and Teams is preferred.

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 cover letter and resume by email to crim100C_jobposting@nycourts.gov or by mail to:

ANTONIO DIAZ
CHIEF CLERK
NEW YORK CITY CRIMINAL COURT
100 CENTRE STREET
NEW YORK, NEW YORK 10013

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

POSTING DATE: September 26, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 24, 2024

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.