



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 22508

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

LOCATION: NEW YORK CITY FAMILY COURT – NEW YORK COUNTY

BASE SALARY: \$ 56,411 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 entry 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: Duties of this position include but are limited to: assisting the Administrative Judge with reviewing and compiling various data reports for use by the Administrative Judge, Court managers, and for public review; helping prepare equal justice initiatives and reports; assisting with the preparation of training materials for all new jurists and court attorneys; assisting with survey and data collection from NYC Family Court personnel for assessment; assisting in creating problem solving and training objectives; assisting with review and processing of budget requests where appropriate; and managing various work assignments for the courts.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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) a resume and cover letter by email to NYCFCHR@nycourts.gov or by mail to:

EUGENE HURLEY
CHIEF CLERK
NEW YORK CITY FAMILY COURT
60 LAFAYETTE STREET
NEW YORK, NEW YORK 10013

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

POSTING DATE: February 7, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 7, 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.