



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 22509

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

**LOCATION:** NEW YORK CITY FAMILY COURT – KINGS COUNTY

**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:** Working under the overall direction of the Supervising Judge in collaboration with the Clerk of Court, the responsibilities may include but are not limited to: assisting the Supervising Judge with the onboarding of new jurists and court attorneys; interfacing with the Director of Data Analysis and preparing and disseminating statistics throughout the command; analyzing court data to identify county trends, issues and opportunities for improvement; assisting with preparation of reports for the Supervising Judge; production of the countywide master calendar; acting as a liaison between the Clerk of Court and the jurists; collaborating with the Justice Coordinator for all access and equal justice initiatives and events in the county; assisting with community outreach and court tours; assisting in the development and implementation of court policies and procedures, and monitoring, coordinating 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 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)) a resume and cover letter by email to [NYCFCHR@nycourts.gov](mailto: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.