



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23509

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

LOCATION: SUPREME COURT, NEW YORK COUNTY – CIVIL TERM

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 will be assigned to Administration to work for the Chief Clerk's Office. Duties include but are not limited to: offering comprehensive administrative support to Administration; managing schedules, appointments, and correspondence, ensuring timely organization and responses; organizing and coordinate meetings, events, including logistics and itineraries; maintaining accurate records, preparing detailed reports and spreadsheets, and handling confidential information with care; assisting in strategic planning and execution of civic engagement initiatives. This position will be responsible for coordinating and conducting court tours to include developing and implementing educational programs; collaborating with schools, universities, and community organizations to foster civic education and awareness; creating and distributing educational materials, such as brochures and presentations, developing and implementing strategies to enhance community participation and involvement in court-related activities and acting as a liaison between the court system and the public, addressing concerns and providing information.

Those with experience with engagement, curriculum development and program facilitation, are encouraged to apply. Candidates with experience in developing and coordinating programs and a proven ability to engage with community partners to develop and drive programs and events are encouraged to apply. Preference will be given to candidates with strong writing and communication skills.

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) and a resume and cover letter by email to SFC-Job-Applications@nycourts.gov or by mail to:

PETER SORRENTO
ACTING CHIEF CLERK
SUPREME COURT CIVIL TERM, NEW YORK
60 CENTRE STREET, ROOM 700
NEW YORK, NEW YORK 10007

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

POSTING DATE: February 7, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 28, 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.
