



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 26457

**POSITION TITLE:** MANAGEMENT ANALYST **JG: 25**

**LOCATION:** SUPREME COURT, KINGS COUNTY – CRIMINAL TERM

**BASE SALARY:** \$91,642 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects and perform other related duties.

**ASSIGNMENT:** This position is responsible for the fiscal operations for Supreme Court, Kings County, Civil and Criminal Terms. Duties include but are not limited to: supervising the fiscal operations team; approving purchase orders in the New York Statewide Financial System (SFS); approving invoices/vouchers in SFS for payment; creating the annual budget submission and creating reports in consultation with the Chief Clerks; responding to questions from fiscal personnel related to SFS; monitoring overtime expenditures; managing the annual Budget Management Plan; creating equipment requests in compliance with statewide regulations; procuring equipment, furniture, and supplies. 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 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 [320JHR-EMPLOYMENT@nycourts.gov](mailto:320JHR-EMPLOYMENT@nycourts.gov) or by mail to:

LINDSAY COUNCIL  
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM  
HUMAN RESOURCES DEPARTMENT  
320 JAY STREET, ROOM 4.110  
BROOKLYN, NY 11201

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

**POSTING DATE:** November 29, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 27, 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.**