



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 3507

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**POSITION TITLE:** COURT ANALYST **JG: 18**

**LOCATION:** 3<sup>rd</sup> JUDICIAL DISTRICT  
DISTRICT ADMINISTRATIVE OFFICE

**BASE SALARY:** \$63,083

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; **or** Bachelor's degree from accredited college or university and one (1) year of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

**ASSIGNMENT:** This position is assigned to the Fiscal Unit in the District Administrative Office. Duties include but are not limited to: preparing and entering purchase orders in the Statewide financial System (SFS); preparing and entering a wide variety of accounts payable and travel transactions in SFS and assisting with all finance related inquiries from Judges, employees, suppliers and the public.

**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 resume and cover letter by email to [3jdemployment@nycourts.gov](mailto:3jdemployment@nycourts.gov) or by mail to:

THIRD JUDICIAL DISTRICT OFFICE  
2500 POND VIEW, SUITE 210  
CASTLETON ON HUDSON, NY 12033

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

**POSTING DATE:** January 21, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 18, 2025

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