



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52435

THE APPELLATE DIVISION, 2ND DEPARTMENT GRIEVANCE COMMITTEE IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THIS POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

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

BASE SALARY: \$63,083 + \$4,775 Location Pay

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.

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

BASE SALARY: \$56,411 + \$4,775 Location Pay

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 entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

LOCATION: Appellate Division, 2nd Department
Grievance Committee for the 2nd, 11th & 13th Judicial Districts
335 Adams Street, Suite 2400, Brooklyn, NY 11201

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position assists legal staff with investigating allegations of professional misconduct against attorneys. Duties include but are not limited to: auditing the attorneys' bank and escrow account records in relation to confidential investigations pertaining to the misuse of fiduciary accounts and/or misappropriation of fiduciary funds; preparing spreadsheets using Excel and/or QuickBooks to accurately identify findings in audited accounts; assisting staff attorneys at examinations under oath and disciplinary hearings; drafting memoranda that summarize the results of these investigations and provide an analysis of any violations of the Rules of Professional Conduct; drafting correspondence to attorneys, complainants and banks; preparing court-ordered subpoenas. Excellent interpersonal and communication skills, both verbal and written, are required, as well as the ability to handle sensitive matters in a confidential manner. Preferred applicants should possess a Bachelor's and/or Master's degree in accounting or forensic accounting.

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) a resume and a cover letter by email to AD2-Postings@nycourts.gov or by mail to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

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

POSTING DATE: July 22, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 19, 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.
