



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52464

---

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

**LOCATION:** APPELLATE DIVISION, 2ND DEPARTMENT  
GRIEVANCE COMMITTEE FOR THE 2ND, 11TH & 13TH JUDICIAL DISTRICTS  
335 ADAMS STREET, SUITE 2400, BROOKLYN, NY 11201

**BASE SALARY:** \$63,083 + \$4,775 LOCATION PAY

**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:** The Grievance Committee Paralegal assists a legal staff of ten attorneys with all phases of investigations of attorney professional misconduct. Duties include but are not limited to: obtaining and auditing attorneys' escrow account records; drafting memoranda to the Committee that summarize the results of investigations and provide an analysis of any violations of the Rules of Professional Conduct; attending and assisting staff counsel at examinations under oath and disciplinary hearings; reviewing court files and public records; and performing legal research.

**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 a cover letter by email to [AD2-Postings@nycourts.gov](mailto:AD2-Postings@nycourts.gov) with the appropriate announcement number in the subject line or by mail to:

APPELLATE DIVISION, 2<sup>ND</sup> 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:** November 21, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 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.

---

---