



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52467

**POSITION TITLE:** PRINCIPAL COURT ANALYST

**JG: 23**

**LOCATION:** APPELLATE DIVISION, 2ND DEPARTMENT  
ATTORNEYS FOR CHILDREN  
335 ADAMS STREET, 24TH FLOOR, BROOKLYN, NY 11201

**BASE SALARY:** \$82,198 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Senior Court Analyst title; **or** Bachelor's degree from an accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

**ASSIGNMENT:** The Office of Attorneys for Children, Appellate Division, Second Department, oversees the Attorneys for Children Panels throughout the Second Department, along with the Assigned Counsel Panels (18-B) in Kings, Queens, and Richmond Counties. The Support Services Coordinator will work under the supervision of senior office staff. Duties for this position include but are not limited to: assisting in recruiting mental health professionals and experts with specialized knowledge of the child welfare system and family court matters; assisting attorneys in identifying qualified social workers and other experts to support the attorneys; assisting attorneys in obtaining essential documentation necessary for monitoring children in foster care; assisting with the administration of the mental health professionals panel; and assisting with the development and implementation of continuing education programs for attorneys and social workers. Excellent interpersonal and communication skills, both verbal and written, are required, as well as excellent computer skills. Preference will be given to candidates with a Master's Degree in Social Work.

**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: 2.

**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 cover letter and resume 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, 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:** 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.**