



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52468

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

**LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
GARDEN CITY, NASSAU COUNTY

**BASE SALARY:** \$56,411 + \$ 4,775 LOCATION PAY

**CLASSIFICATION:** Non-Competitive/Confidential -Temporary\*

\* This position is currently classified as temporary because it is encumbered by an employee who took a promotion within the court system. That employee has the right to return to this position within a designated period of time. If the employee chooses to return within the designated period, then the new incumbent may be placed in a similar position, if available, or the new incumbent's employment may be terminated. If the employee does not return within the designated period, then the position would no longer be classified as temporary.

**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.

**ASSIGNMENT:** Under direct supervision, this position will provide administrative support to the agency's fiscal unit, which serves the operational and resource needs of 16 field offices throughout the Second Judicial Department. Duties include but are not limited to: entering transactions in the Statewide Financial System, including accounts payable vouchers and refunds of appropriation; reviewing and approving travel vouchers in SFS; overseeing accounts receivable, which includes billing, tracking and the collection of delinquent payments; assisting with preparation of the annual budget; tracking expenditures; preparing fiscal reports; and monitoring the inventory of equipment and furniture. Applicants must possess good interpersonal and communication skills, both verbal and written. A strong working knowledge of Microsoft Excel is required. Travel throughout the ten counties of the Second Judicial Department may be required, on an as-needed basis.

**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 must 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 [MHLS2-HR@nycourts.gov](mailto:MHLS2-HR@nycourts.gov) or by mail to:

MICHAEL NEVILLE  
DIRECTOR  
MENTAL HYGIENE LEGAL SERVICE  
600 OLD COUNTRY ROAD, SUITE 224  
GARDEN CITY, NY 11530

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

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**POSTING DATE:** November 21, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 19, 2024

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