



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52505

THE APPELLATE DIVISION, 2ND DEPARTMENT 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. **CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #52445 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

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: SENIOR COURT ANALYST **JG: 21**

BASE SALARY: \$73,897 + \$4,775 Location Pay

QUALIFICATIONS: One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

BASE SALARY: \$82,198 + \$4,775 Location Pay

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.

LOCATION: Appellate Division, 2nd Department
45 Monroe Pl, Brooklyn, NY 11201

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The successful applicant will provide assistance to the Director of Finance and Operations of the Appellate Division, Second Department and its ancillary agencies. Duties include, but are not limited to, reviewing, preparing and data entering claims

for payment, travel, purchase orders, encumbrances, journal vouchers, interagency payments, and other fiscal documents into the Statewide Financial System (SFS); ensuring the accuracy of supporting documentation and that submission comply with internal controls and UCS financial rules; reviewing and reconciling SFS expenditure payments and purchase order reports; troubleshooting and resolving accounting issues; procuring a wide variety of goods and services pursuant to the policies and procedures of the NYS Comptroller and UCS financial policies; preparing procurement bid solicitations; answering inquiries and resolving issues related to ancillary agencies and vendors; creating and maintaining equipment inventories and managing surplus. The successful applicant should have experience and knowledge with facility maintenance and special projects, records management, fiscal policies and procedures of the NYS Comptroller and UCS financial policies and procedures; attention to detail, excellent interpersonal, writing, and communication skills; strong skills in SFS, Excel, and word processing; and ability to handle sensitive issues in a confidential manner. Some travel is required.

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 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: January 24, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 21, 2025

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.
