



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54506

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

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ATTORNEY FOR THE CHILDREN, ROCHESTER, NY

BASE SALARY: \$82,198

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 individual assigned to this position will serve as the Appellate Division, Fourth Department principal contact for the Attorneys for Children (AFC) statewide voucher system, working closely with OCA Division of Technology and Court Research in analyzing and improving the performance of the AFC voucher system, and will have primary responsibility for attorney contracts administered by the AFC Program. Duties include but are not limited to: identifying and analyzing issues with the AFC voucher system, and assisting in developing and implementing statewide solutions; providing Help Desk support to 550 attorneys utilizing the AFC voucher system; conducting desk audits of attorneys suspected of possible AFC voucher fraud, working closely with OCA Division of Internal Audit Services when appropriate; analyzing voucher system data and preparing detailed reports; managing the contract submission process for contract AFC; managing payment of contract AFC's monthly vouchers in the Statewide Financial System; assisting in drafting AFC Program manuals including the AFC Internet Voucher System Manual & Reimbursement Guidelines; and formulating policy on AFC reimbursements, in conjunction with the director.

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

Mary L. Jones
Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

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

POSTING DATE: February 11, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 11, 2025

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