



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 54811

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

**LOCATION:** ATTORNEY GRIEVANCE COMMITTEE  
ROCHESTER, NY

**BASE SALARY:** \$49,131

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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:**

This position will be in the Attorney Grievance Committee Rochester office and will consist of general legal secretarial duties including but not limited to typing, Dictaphone transcribing, sorting office mail and filing. The candidate will also be responsible for screening visitors and telephone calls, legal preparation of petitions, various reports and charts, and maintaining a database, provide general support for attorneys and investigators, prepare and process vouchers, maintain appointment calendars and arrange meetings.

**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)) with a cover letter and a resume 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 EEO DATA COLLECTION FORM.**

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**POSTING DATE:** July 24, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 14, 2018

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