



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 54813

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

**LOCATION:** APPELLATE DIVISION, FOURTH DEPARTMENT  
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 is located in the Guardianship office with a caseload in excess of 1700 matters. The duties include: reviewing for accuracy new guardianship orders received from each of the courts throughout the 22 counties in the 4<sup>th</sup> Department; answering telephone and e-mails from court personnel and the public; database entry and maintenance; assigning new cases to one of the 31 Court Examiners (CE); reviewing CE reports and assisting CE's with procedures and reporting; preparing, reviewing and issuing payment orders and claims; assisting with CE training seminars and personal training of newly appointed CE's and assisting with motion reports and other matters assigned by the Clerk's Office.

**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:** August 27, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 18, 2018

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