



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1640

POSITION TITLE: MANAGEMENT ANALYST **JG: 25**

LOCATION: OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR COURTS OUTSIDE NYC
ALBANY, NY

BASE SALARY: \$94,386

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** An equivalent combination of education and experience. **Candidates with direct court operations experience are preferred.**

DISTINGUISHING FEATURES OF WORK: Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

ASSIGNMENT: This position is assigned to the Deputy Chief Administrative Judge's Office. Duties and responsibilities include but are not limited to: providing high-level analytical and operational support in the administration of complex and sensitive matters; conducting detailed analysis of case data and documentation and preparing recommendations, reports, and determinations for executive review; overseeing the tracking and management of a high volume of time-sensitive matters to ensure accuracy, timeliness, and compliance with established procedures; serving as a resource to leadership and staff on court operations and specialized subject areas, including employee discipline and complaints of discrimination, sexual harassment and other misconduct; coordinating with District offices and other stakeholders to facilitate the processing and resolution of confidential matters; preparing and disseminating sensitive correspondence and maintaining tracking and reporting systems; identifying and implementing process improvements to enhance operational efficiency and effectiveness and otherwise assist in the duties of the DCAJ's office. Some travel may be 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) and a cover letter and resume by email to abentley@nycourts.gov or by mail to:

Andria Bentley, Esq.
Chief of Staff

Office of the Deputy Chief Administrative Judge
Courts Outside New York City
187 Wolf Road, Suite 211
Albany, New York 12205

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

POSTING DATE: April 28, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 26, 2026

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