



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1641

OCA - DIVISION OF TECHNOLOGY AND COURT RESEARCH IS RECRUITING FOR (1) POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: MANAGEMENT ANALYST JG: 25

BASE SALARY: \$94,386

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.

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.

POSITION TITLE: PRINCIPAL COURT ANALYST JG: 23

BASE SALARY: \$84,659

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: OFFICE OF COURT ADMINISTRATION
DIVISION OF TECHNOLOGY AND COURT RESEARCH
500 PATROON CREEK BLVD, ALBANY, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The Office of Court Administration Division of Technology and Court Research is recruiting for one (1) position on the Court Research Clean Slate Team. We are seeking a detail oriented and analytical professional to support the implementation of a robust application as well as support data informed decision making across the court system. The successful candidate will work closely with stakeholders to assess data and reporting needs, evaluate feasibility, and develop effective solutions. The individual will also be responsible for conducting data quality analysis and reporting, collaborating with developers on the implementation of new solutions, and creating documentation and procedures for production teams to follow. The ability to work both independently and as part of a team is critical.

Key Responsibilities:

- Analyze data and reporting requirements to determine scope, feasibility, and level of effort
- Design and implement data solutions using SQL and reporting tools
- Develop and maintain reports using SSRS, Power BI, and other tools

- Perform data quality analysis and produce related reports
- Collaborate with developers on the implementation of new systems or reporting solutions
- Develop documentation and procedural guidance for production teams
- Design and assist in the implementation and maintenance of internal user interfaces
- Perform rigorous analyses to ensure that algorithms are functioning as intended
- Keep business requirements documents accurate and up to date
- Create and deliver training materials for internal users or production teams
- Communicate with stakeholders regarding project progress, milestones, and deliverables
- Collaborate with internal teams to ensure data accuracy and usability

Required Skills:

- Proficiency in SQL and experience writing complex queries
- Hands on experience with SSRS, Power BI, or similar reporting tools
- Hands on experience with Python
- Strong analytical skills with experience in data quality assessment
- Strong written and verbal communication skills
- Ability to communicate technical concepts to non-technical audiences
- Ability to develop clear documentation and procedural materials

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 UCS5 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 cover letter, and a resume by email to dotapply@nycourts.gov or by mail to:

Gail Testo
Senior Management Analyst
Office of Court Administration, Division of Technology & Court Research
500 Patroon Creek Blvd
Albany, NY 12206

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

POSTING DATE: April 14, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 12, 2026

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.