



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1643

POSITION TITLE: COURT ANALYST (ADVISORY GROUPS) **JG: 18**

LOCATION: OCA – EXECUTIVE DIRECTION
NEW YORK, NY

BASE SALARY: \$64,971 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Assistant Court Analyst title; or Bachelor's degree from accredited college or university and one (1) year of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

ASSIGNMENT: This position will provide administrative assistance to a variety of UCS Advisory Groups including the Permanent Commission on Access to Justice, the Permanent Commission on Justice for Families, and the Hon. Betty Weinberg Ellerin Commission on Women in the Courts. Duties include but are not limited to: managing databases; drafting correspondence, e-mails, and budget requests for programs and events; general office administrative support, including the facilitation of incoming and outgoing correspondence; responding to inquiries seeking information about Advisory groups; drafting and sending broadcast notifications to the court system, affinity groups, and bar associations; scheduling and calendaring meetings and programs; taking minutes at meetings; assisting with preparing surveys and analyzing statistical data for reports; and serving as a liaison between Advisory groups and community stakeholders. Experience utilizing MS Office suite and skill utilizing FileMaker is 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 execjobs@nycourts.gov or by mail to:

VALERY JEAN FELIX
EXECUTIVE DIRECTION
OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET
NEW YORK, NY 10004

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

POSTING DATE: April 16, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 7, 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.