



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1645

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OCA - DIVISION OF HUMAN RESOURCES 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.

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**POSITION TITLE:** SENIOR COURT ANALYST JG: 21

**BASE SALARY:** \$76,112

**QUALIFICATIONS:** One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

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**POSITION TITLE:** COURT ANALYST JG: 18

**BASE SALARY:** \$64,971

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; or Bachelor's degree from an 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.

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**ASSIGNMENT:** This position will be assigned to the Administrative Unit of the Division of Human Resources. Duties include but are not limited to: processing OCA appointments, assisting with Ability First 55 (b/c) program management, working with and providing administrative support to the Director, Deputy Director and Management Analyst as well as assisting with ongoing review and updating of HR policies, procedures, and forms. Special projects as assigned throughout the Division of Human Resources including organizing the Student Aide Program. Various other administrative duties and occasional travel required.

**LOCATION:** OCA - DIVISION OF HUMAN RESOURCES  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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)) and a cover letter and resume by email to [HRPostings@nycourts.gov](mailto:HRPostings@nycourts.gov) or by mail to:

CHRISTY BASS  
DIRECTOR, HUMAN RESOURCES  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET, 7TH FLOOR  
NEW YORK, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

**POSTING DATE:** April 27, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 25, 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.**

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