



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52627

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

LOCATION: APPELLATE DIVISION, 2ND DEPARTMENT
GRIEVANCE COMMITTEE FOR THE 2ND, 11TH & 13TH JUDICIAL DISTRICTS
335 ADAMS STREET, SUITE 2400, BROOKLYN, NY 11201

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: The Grievance Committee Investigator assists the legal staff investigate allegations of professional misconduct filed against attorneys who are registered to practice law within its jurisdiction, Brooklyn, Queens and Staten Island. Duties include, but are not limited to: locating and verifying addresses of attorneys, complainants and witnesses throughout New York State, the United States and foreign countries, by using various investigatory tools (such as Accurant, DMV and other online databases); serving subpoenas, court orders and other legal papers throughout the metropolitan area; conducting field investigations as required and creating reports summarizing their results; establishing and maintaining contacts with various city, state and federal agencies; and, conducting background checks on respondent attorneys. The investigator also has other administrative duties in the office including, but not limited to, setting up files for new complaints, ordering and maintaining office supplies and processing payment vouchers for the Appellate Division.

Candidates must have use of a car and a valid driver's license. Good writing skills are necessary.

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 resume and cover letter by email to AD2-Postings@nycourts.gov with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

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

POSTING DATE: April 22, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 20, 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.
