



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52634

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

LOCATION: APPELLATE DIVISION, 2ND DEPARTMENT
45 MONROE PL, BROOKLYN, NY 11201

BASE SALARY: \$84,659 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: This position will function as the Justice Programs Coordinator for the Appellate Division, Second Judicial Department, and will support the Presiding Justice, the Clerk of the Court, and the Chief of Staff to the Presiding Justice in a wide range of Access to Justice, Equal Justice, and Civics Education Initiatives across the ten-county jurisdiction of the Second Judicial Department. Duties will include, but will not be limited to: assisting pro se litigants with respect to appellate procedure and the rules of the Court; updating signage, court materials, and court-related forms; identifying new justice initiatives to increase court users' access to the courts and available community resources throughout the Second Judicial Department; assisting in the planning and coordinating of events and programming at the courthouse; planning and organizing student and community outreach programs to educate students and the public on the role of the judiciary and the courts; and organizing community outreach events at local schools, community centers, civic organizations, and public gatherings. The successful candidate should have a solid grounding in civics and government structure and be committed to principles of diversity and inclusion in our government. Knowledge of appellate practice and procedure is desirable but not 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 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: May 18, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 15, 2026

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