



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53910

THE APPELLATE DIVISION OF THE SUPREME COURT, THIRD JUDICIAL DEPARTMENT IS SEEKING APPLICATIONS FOR A POSITION IN THE COURT'S ATTORNEY GRIEVANCE COMMITTEE. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: Court Analyst JG: 18

BASE SALARY: \$56,045

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.

POSITION TITLE: Senior Court Analyst JG: 21

BASE SALARY: \$65,652

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.

POSITION TITLE: Principal Court Analyst JG: 23

BASE SALARY: \$73,020

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 Analyst's supervise Senior Court Analysts, Court Analysts and Junior Court Analysts assigned to a single student component of a large and complex project.

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
ATTORNEY GRIEVANCE COMMITTEE
ALBANY, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position will assist the attorneys at the Attorney Grievance Committee with the investigation of complaints of professional misconduct filed against attorneys. Duties include, but are not limited to: reviewing, analyzing and preparing summaries of complaints of professional misconduct; preparing, sending and monitoring responses to written notices; reviewing court applications; conducting investigations under the supervision of attorneys; preparing investigative notes and summaries; communicating verbally and in writing with the public, courts, agencies and third parties; gathering information from on-line and other sources; searching and retrieving information, documents, records, and addresses; utilization of various legal databases; serving legal papers; and performing other duties assigned by the Chief Attorney. Candidates should have strong verbal and written communication, organizational, and computer skills. Law office experience is preferred.

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, resume and references by email to AD3-Employment@nycourts.gov or by mail to :

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Judicial Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 19, 2019

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 10, 2019

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.