



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1651

POSITION TITLE: PRINCIPAL MANAGEMENT ANALYST (**DEPUTY STATEWIDE COORDINATOR**) **JG: 30**

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF RECORD PRODUCTION
NEW YORK CITY, WHITE PLAINS, OR ALBANY

BASE SALARY: \$123,228 + \$4,920 LOCATION PAY (NYC and White Plains only)

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Management Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** An equivalent combination of education and experience. **Preference will be given to candidates who are currently in a Court Reporter series title and have advanced knowledge of the Court Reporting profession.**

DISTINGUISHING FEATURES OF WORK: Principal Management Analysts are responsible to the Director of the Office of Court Administration (OCA), or to other court administrators and administrative judges for supervising a staff of analysts involved in confidential research, analysis, planning and policy formulation related to a specific functional or operational area of court administration and management. Principal Management Analysts also direct special ad hoc projects that entail coordinating the work of court analysts working in a number of different OCA units, and perform other related duties. Principal Management Analysts are expected to be specialists in a specific substantive or functional area, such as Family, Criminal, or Civil Courts, or statistical systems analysis.

ASSIGNMENT: This position will serve as the Deputy Coordinator to the Statewide Coordinator of the Office of Record Production. The successful candidate will provide expertise in all phases of court reporting including advising on statewide policies related to record production matters. Duties include but are not limited to: assisting with ongoing recruitment efforts and communicating with attorneys, managers, judges, union representatives and vendors; scheduling CART/Realtime court reporting services requested throughout the UCS; assisting in coordinating deployment of staff within NYS to address staffing needs; assisting in procuring/vetting per diem court reporting services; monitoring digital stenographic note archiving for both staff and per diem court reporters; reviewing and assessing per diem court reporter qualifications; administering assessment exams to potential court reporter candidates; participating as an interview panelist for court reporter management positions; attending conferences/training sessions/demonstrations related to court reporter services; establishing standards, policies, and training for CART/Realtime services to meet legislative requirements under the ADA; collaborating with the Division of Technology and Court Research on issues to improve technology related programs impacting court reporting services; assuring compliance in all aspects of the Rules of the Chief Administrator; developing civil service test material; and assisting in the implementation of policy recommendations resulting from the Court Modernization Action Committee (CMAC). Some travel is required.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 DPCSPostings@nycourts.gov or by mail to:

Toni Ann Figueroa, Statewide Coordinator
Office of Court Administration
Division of Professional and Court Services – Office of Record Production
25 Beaver Street, 7th Floor
New York, NY 10004

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

POSTING DATE: May 21, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 18, 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.
