



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1653

THE OFFICE OF COURT ADMINISTRATION – DIVISION OF GRANTS, CONTRACTS, AND PROCUREMENT 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.

POSITION TITLE: MANAGEMENT ANALYST **JG: 25**

BASE SALARY: \$94,386

QUALIFICATIONS: One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Management Analysts are responsible to court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

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

BASE SALARY: \$84,659

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.

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF GRANTS, CONTRACTS & PROCUREMENT
2500 POND VIEW, CASTLETON-ON-HUDSON, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The Office of Court Administration, Division of Grants, Contracts, and Procurement is responsible for managing external funding and for the procurement of legal services, human services, technology services, consultant services, employee benefit products and commodities to support court operations and administration. The Division is organized into four distinct but interdependent teams: Contracts and Procurement, Grants, Service Contract Monitoring and Fiscal Support. The Management Analyst will be a member of the Contracts and Procurement Unit. Under the direction of the Director and the Senior Management Analyst, the position will develop requests for bids, requests for proposals, preferred source, and single/sole source procurement justifications.

Responsibilities include, but are not limited to:

- Performing assigned procurement activities in support of open, fair, and competitive processes in accordance with applicable laws, rules, and policies.
- Supporting a customer service-oriented approach by responding to requests and inquiries in a timely and professional manner.
- Coordinating with the Grants, Contract Monitoring, and Fiscal Operations Units as needed to complete assigned procurement tasks.

- Reviewing purchase requests for completeness and assisting in identifying appropriate procurement methods under supervision.
- Assisting purchasers with drafting and refining scope descriptions using established templates, guidance, and standard language.
- Using established evaluation criteria and tools to assist with the review of bids, quotes, and proposals.
- Assisting with compiling, formatting, and routing responses to vendor questions based on approved guidance.
- Supporting the logistical coordination of proposal and bid evaluation activities, including scheduling meetings and tracking materials.
- Compiling bid, quote, or proposal information and assisting with analysis and preparation of procurement documentation under supervision.
- Providing day-to-day support to procurement staff as assigned; this role does not include formal supervisory responsibility.
- Tracking assigned procurements and deadlines and escalating issues as needed to support timely processing.
- Assisting with routing procurement documents for review by OCA Counsel and tracking responses.
- Assisting with the preparation and submission of procurement materials to oversight agency review and approval.

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), a cover letter, and a resume by email to DGCPapplicants@nycourts.gov or by mail to:

Frank Woods, Director
Division of Grants, Contracts and Procurement
2500 Pond View
Castleton on Hudson, NY 12033

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

POSTING DATE: May 28, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 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.