



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40166

POSITION TITLE: FISCAL ANALYST, COURT OF APPEALS JG: 25

LOCATION: NEW YORK STATE COURT OF APPEALS
ALBANY, NY

BASE SALARY: \$94,386

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Master's degree in Finance/Accounting, or a related field, from an accredited college or university and three (3) years of experience in budget preparation, expenditure analysis, financial reporting, and/or fiscal operations; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: The Fiscal Analyst, Court of Appeals is responsible to the Clerk and Deputy Clerk of the Court of Appeals for the fiscal operations of the Court of Appeals. The Fiscal Analyst, Court of Appeals supervises staff assigned to fiscal functions and performs other related duties.

ASSIGNMENT: Duties include but are not limited to: developing and executing the annual Court of Appeals operating budget; managing budget allocations by collecting data, analyzing trends, and forecasting future needs; supervising all fiscal systems and functions including purchasing, vouchering, inventory control and fiscal record keeping; providing court management with periodic and special fiscal reports; supervising payroll preparation and submission; overseeing preparation of contracts involving major expenditures; interpreting budget directives and establishing policies for carrying out directives; performing cost-benefit analysis and reviewing financial reports; and serving as liaison and consulting with the OCA Division of Financial Management.

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 and resume by email to COAHR@nycourts.gov or mail to:

Heather Davis, Esq.
Clerk, Court of Appeals
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

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

POSTING DATE: May 15, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 12, 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.
