



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4614

POSITION TITLE: ASSISTANT COURT ANALYST **JG:** 16

LOCATION: 4th JUDICIAL DISTRICT - ADMINISTRATIVE OFFICE

BASE SALARY: \$58,100

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: This position is assigned to the Fourth Judicial District Administrative Office Operations Unit. Duties include but are not limited to: compiling and analyzing statistical information to assist in the production of caseload reports for all court types; reviewing reports to identify trends, errors and omissions; maintaining spreadsheets; overseeing case management tracking and compliance; and assisting with special projects in the District's Operations Unit.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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 must 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 4JDJobs@nycourts.gov or by mail to:

JOANNE M. MANN
DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
101 STATE FARM PLACE, SUITE 100
MALTA, NY 12020
518-285-5099

[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.