



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1660

**POSITION TITLE:** SENIOR COURT ANALYST

**JG: 21**

**LOCATION:** OFFICE FOR JUSTICE INITIATIVES  
NEW YORK, NY

**BASE SALARY:** \$76,112 + \$4,920 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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.

**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.

**ASSIGNMENT:** The Office for Justice Initiatives is seeking a highly organized, detail oriented, and proactive Administrative Assistant to provide essential support to the Chief of Staff and Deputy Chief of Staff. This role requires exceptional discretion and professionalism, as the position routinely manages confidential information and high priority administrative tasks.

The Administrative Assistant will manage complex and dynamic calendars; schedule and coordinate meetings and appointments; resolve scheduling conflicts; and oversee travel logistics, including itineraries, accommodations, transportation, and expense reconciliation. The position also supports the planning and execution of meetings, briefings, and special projects by preparing agendas, tracking follow ups, and drafting, proofreading, and organizing documents, presentations, and correspondence.

Acting as a key liaison among internal offices, divisions, teams, and external partners, the Administrative Assistant ensures timely communication and smooth information flow across the organization. Success in this role requires strong organizational skills, excellent written and verbal communication abilities, and comfort working in a fast paced, high demand environment. Proficiency with office software and document management tools is important, and prior administrative or executive support experience is preferred. The ideal candidate is reliable, adaptable, proactive, and able to anticipate needs, streamline daily workflows, manage shifting priorities, and work both independently and collaboratively.

Responsibilities include, but are not limited to:

- Performing general clerical and administrative tasks
- Reviewing and analyzing data, reports, and statistical information
- Managing calendars, meetings, and events
- Responding to telephone and email inquiries
- Conducting data entry and maintaining organized filing systems
- Processing complaints and preparing documents and correspondence for the Office for Justice Initiatives

Secretarial experience, along with strong computer and administrative support skills. Knowledge of Microsoft Teams, Outlook, PowerPoint, Word, and Excel is required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [OJI-Applications@nycourts.gov](mailto:OJI-Applications@nycourts.gov) or by mail to:

Michelle Smith, Esq.  
Chief of Staff  
Office for Justice Initiatives  
NYS Unified Court System  
111 Centre Street  
New York, NY 10013

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

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**POSTING DATE:** June 23, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 21, 2026

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**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.**

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