



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1662

POSITION TITLE: SENIOR COURT ANALYST (CIVIC ENGAGEMENT) **JG: 21**

LOCATION: OCA – COMMUNICATIONS DEPARTMENT
25 BEAVER STREET, 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; or An equivalent combination of education and 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: This position is assigned to the Office of Statewide Civic Engagement, reports directly to the Statewide Civic Engagement Coordinator, and acts as a project leader within the office. Duties include but are not limited to:

- Oversee daily operations, workflow, deadlines, and processes for statewide civic engagement initiatives.
- Manage complex calendars, scheduling, and coordination with judges, schools, agencies, and external partners.
- Serve as the primary administrative contact, drafting correspondence, handling confidential matters, and representing the office in meetings.
- Provide statewide on-site support and administrative representation for events, engagements, and signature programs.
- Coordinate events, logistics, communication, and program databases while interacting with the public and stakeholders.
- Support strategic program planning by identifying operational gaps, aligning priorities, and assisting with public-facing materials.
- Perform other related duties as assigned. Regular travel throughout the state 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) a resume, and cover letter by email to ComJobs@nycourts.gov or by mail to:

Alfred Baker
Director of Communications
25 Beaver Street, 10th Floor
New York, NY 10004

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

POSTING DATE: June 29, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 27, 2026

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