



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1665

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF TRIAL COURT SUPPORT
ALBANY, NY

BASE SALARY: \$76,112

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: Trial Court Support (TCS) provides expertise and guidance regarding trial court operations. The goal is to establish best practices and modernize our approach to court operations through collaboration and feedback. The office routinely assists court administrators, managers, and staff with analyzing and solving complex operational issues; implementing new legislation and court policies; refining and standardizing existing court procedures; recommending best practices; conducting in-person and virtual court staff training; developing instructional materials and court forms; and implementing plain language in the courts. TCS is seeking someone to assist our court operations experts. Duties will include:

- Developing and revising court forms, including creating Word and fillable PDF versions of forms
- Assisting with developing and revising reference materials such as court operations manuals, user guides and training presentations, using new and emerging platforms
- Generating and publishing web content for court staff and the public
- Assisting with organizing and scheduling in-person and virtual trainings and meetings
- Compiling and analyzing statistics, including creating Excel spreadsheets
- Creating surveys, collecting responses and analyzing results
- Familiarity with new and emerging technology and applications for presentations and adult education

Candidates must have strong writing, editing, communication and organizational skills. Fluency with computer software and applications including Microsoft Word, Excel, SharePoint, PowerPoint and the Adobe Acrobat suite. Candidates should have a general familiarity with the NYS Trial Courts, be a proactive problem solver, have the ability to organize and prioritize tasks, work as part of a team and collaborate with stakeholders. Some overnight travel 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) and a resume and cover letter by email to DPCSRecruitment@nycourts.gov or by mail to:

Raymond M. Weaver
Chief Management Analyst
OCA – Division of Professional and Court Services
Office of Trial Court Support
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[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: June 30, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 28, 2026

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