



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 26627

**POSITION TITLE:** COURT ANALYST (ALTERNATIVE DISPUTE RESOLUTION) **JG: 18**

**LOCATION:** SUPREME COURT, KINGS COUNTY – CIVIL TERM

**BASE SALARY:** \$64,971 + \$4,920 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; **or** Bachelor's degree from accredited college or university and one (1) year of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

**ASSIGNMENT:** The Court Analyst will work under direct supervision of the ADR Coordinator and the Matrimonial Mediation Program Coordinator to assist in all ADR related court programming. Duties include but are not limited to: communicating via email and/or phone with litigants and attorneys in general civil mediation cases; communicating in person and via email with litigants and attorneys in matrimonial cases to verify information and coordinate Intimate Partner Violence (IPV) screening scheduling; preparing correspondence; monitoring all Community Dispute Resolution Center (CDRC) mediation programs for compliance with internal protocols; providing training to clerical assistants on accurate and consistent ADR data entry; extracting information to update internal case tracking system; reviewing mediator reports and compiles ADR data; analyzing ADR data for consistency and accuracy of reporting and verifying with ADR coordinator; and other duties and tasks related to the court's ADR programs.

**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 [HRKSCCIV@nycourts.gov](mailto:HRKSCCIV@nycourts.gov) (please reference posting #26627 in subject line) or by mail to:

SHERICE GOODWINE  
SUPREME COURT, KINGS COUNTY - CIVIL TERM  
HUMAN RESOURCES DEPARTMENT  
360 ADAMS STREET, ROOM 876A  
BROOKLYN, NY 11201

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

**POSTING DATE:** June 8, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 6, 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.**