



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52640

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

**LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
GARDEN CITY, NASSAU COUNTY OR GOSHEN, ORANGE COUNTY

**BASE SALARY:** \$76,112 + \$4,920 LOCATION PAY (NASSAU COUNTY)  
\$2,460 LOCATION PAY (ORANGE COUNTY)

**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:** Under supervision of the Director and Deputy Director, this position will perform confidential analysis and provide assistance to supervisors and support staff throughout the agency. Duties include, but are not limited to: creating, reviewing and analyzing statistical reports; assisting in the creation and maintenance of instruction manuals; working in close consultation with technology professionals as the primary subject matter expert for the agency's case management system (MCMS), including ongoing updates and enhancements; maintaining the user manual for MCMS and conducting training sessions as needed; serving as MHLS project coordinator and/or point person for development of a new case management system; overseeing the records management program for paper and digital files to ensure proper archiving/purging; drafting memoranda for signature; researching and reporting on projects assigned on an ad hoc basis; training and mentoring support staff regarding their daily tasks; troubleshooting issues and fostering compliance with established policies and procedures; participating on structured interview panels; facilitating the processing and distribution of incident reports from the NYS Justice Center; managing the inventory and supply of legal reference materials and postage; aiding in the collection of court-ordered fees; serving as back up for support staff on extended leaves of absence; and processing accounts payable and travel vouchers, as required. Applicants must possess excellent interpersonal and communication skills, both verbal and written, as well as the ability to handle sensitive matters confidentially.

**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)) a cover letter, and resume by email to [MHLS2-HR@nycourts.gov](mailto:MHLS2-HR@nycourts.gov) or by mail to:

Eben Hill, Director  
Mental Hygiene Legal Service  
600 Old Country Road, Suite 224  
Garden City, NY 11530

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

**POSTING DATE:** June 12, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 10, 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.**

---

---