



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52642

POSITION TITLE: COURT ANALYST

JG: 18

LOCATION: MENTAL HYGIENE LEGAL SERVICE
NEW HYDE PARK, NASSAU COUNTY

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: This position will provide confidential administrative support for the Deputy Chief Attorney's office. Duties include, but are not limited to: preparing and arranging for the filing of various court documents in the Supreme Court, Appellate Division and Court of Appeals; entering data into the agency's case management system (MCMS); preparing, reviewing and analyzing statistical reports/workload profiles on a regular basis; typing; filing; editing; preparing correspondence for signature; answering telephone calls; preparing travel vouchers in the Statewide Financial System (SFS); maintaining the Deputy Chief Attorney's confidential and time-sensitive files and appointment calendars; arranging meetings; training and monitoring of MHLS support staff to ensure timely and accurate maintenance of MCMS, as well as the agency's files, statistics, and inventory controls; assisting with the maintenance of time and attendance records; overseeing supply requisitions; serving on support staff interview panels; serving as a liaison between field offices and the Departmental Office; and performing other related duties. Candidates must be proficient in Microsoft Outlook, Word, and Excel, and be able to work within expedited timeframes, with close attention to detail. Punctuality, the ability to handle sensitive matters in a confidential manner, and strong interpersonal and organizational skills, are required. A strong working knowledge of SFS and MCMS is preferred.

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 MHLS2-HR@nycourts.gov with the appropriate announcement number in the subject line 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 29, 2026

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