



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54613

POSITION TITLE: SENIOR COURT ANALYST (BUDGET/FINANCE ADMINISTRATION UNIT) **JG: 21**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, 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: This position is in the Budget/Finance Administration Unit. Duties may include but are not limited to: acting as agency coordinator/trainer on the Statewide Financial System (SFS); auditing and processing payments in the SFS; contacting vendors to correct invoice/billing errors, processing adjustments; entering and updating State contract information into the SFS; purchasing goods and services pursuant to State contracts, including preparation of purchase orders, verifying purchases, and distributing supplies; audit and process travel expense reimbursements. This individual will conduct annual equipment inventory; assist with revenue reporting, and revenue refunds; monitor accounts against budget allocations, and assist with annual budget development. Some travel throughout New York 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 <http://www.nycourts.gov/careers/UCS5.pdf>), cover letter, and resume by email to: Melissa A. Pendleton mpendlet@nycourts.gov or by mail to:

MELISSA A. PENDLETON
APPELLATE DIVISION, FOURTH DEPARTMENT
M DOLORES COURTHOUSE, 50 EAST AVENUE, SUITE 200,
ROCHESTER, NEW YORK 14604

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

POSTING DATE: June 10, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 8, 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.
