



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO.** 8611

**POSITION TITLE:** SENIOR COURT ANALYST (FIDUCIARY) **JG:** 21

**LOCATION:** 8<sup>th</sup> JUDICIAL DISTRICT ADMINISTRATIVE OFFICE

**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 will act as the district fiduciary specialist and is responsible for providing higher-level analytical and technical support to the Administrative Judge and District Executive in overseeing fiduciary appointments for the district. Duties include but are not limited to: ensures that all filings required by Parts 26 and 36 of the Rules of the Chief Judge are completed and that the information contained in those filings is accurately entered into the fiduciary database; independently reviews filings and database entries to identify inconsistencies, errors, or compliance issues and recommends corrective action; monitors compliance with rules and procedures and identifies patterns or recurring issues requiring district-level follow-up; reviews requests for access to the fiduciary database, assigns passwords, and evaluates appropriateness of access based on user roles; identifies court staff responsible for fiduciary data entry, ensures they have access to required training materials, and provides guidance when complex or unusual issues arise; evaluates training gaps throughout the district and proposes adjustments or supplemental instruction to improve fidelity of reporting; identifies Judges who have Part 36 appointments and Part 26 compensation awards and performs review of related data to detect trends, anomalies, or gaps in reporting; analyzes statistical and compliance reports and prepares summaries or recommendations for the Administrative Judge and District Executive; answers questions from court users regarding appointments, eligibility, compensation, and database functions, including issues requiring interpretation of rules or procedural guidance; liaises with OCA on complex questions and assists in implementing best practices in the district; performs additional duties in the District Administrative Office, including work in the fiscal and HR units such as reviewing data, preparing reports, participating in audits, or assisting with special projects. Travel within the district 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 must 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 [8JDHRApplications@nycourts.gov](mailto:8JDHRApplications@nycourts.gov) or by mail to:

SHION CHRISTIAN  
HUMAN RESOURCES  
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
92 FRANKLIN STREET  
BUFFALO, NY 14202

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

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**POSTING DATE:** June 15, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 13, 2026

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