



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 9623

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

**LOCATION:** 9<sup>TH</sup> JUDICIAL DISTRICT ADMINISTRATIVE OFFICE

**BASE SALARY:** \$76,112 + \$4,920 LOCATION PAY

**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 assigned to the Fiscal Department in the 9<sup>th</sup> Judicial District Administrative Office. Duties include but are not limited to: overseeing districtwide furniture inventory, ensuring compliance with all policies, regulations, procedures of the Division of Financial Management and Office of the State Comptroller, approving purchase orders in the New York State Financial System (SFS); entering and approving invoices/vouchers in SFS for payment; assisting with the annual budget submission, creating reports, training and responding to questions from the court's fiscal personnel related to SFS; assisting with the annual Budget Management Plan for the District and each of the courts; creating equipment requests in compliance with statewide regulations; procuring equipment, furniture and supplies. Proficient use of Word, Excel, Outlook, and Teams is preferred. Preference will be given to candidates with prior experience in fiscal operations and budget management.

**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)) a resume, and cover letter by email to [9jDemployeeinformation@nycourts.gov](mailto:9jDemployeeinformation@nycourts.gov) or by mail to:

HON. ANNE E. MINIHAN, J.S.C.  
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD  
WHITE PLAINS, NY 10601

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

**POSTING DATE:** June 11, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 9, 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.**