



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1661

THE OCA – OFFICE OF COURT FACILITIES IS RECRUITING FOR (3) POSITIONS IN THE ANALYST SERIES. THESE POSITIONS WILL BE FILLED IN THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: MANAGEMENT ANALYST JG: 25

BASE SALARY: \$94,386 + \$4,920 LOCATION PAY (NYC ONLY)

QUALIFICATIONS: One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Management Analysts are responsible to court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

POSITION TITLE: SENIOR MANAGEMENT ANALYST JG: 28

BASE SALARY: \$110,853 + \$4,920 LOCATION PAY (NYC ONLY)

QUALIFICATIONS: One year in the Management Analyst title; or Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Senior Management Analysts are responsible to court administrators or administrative judges, for supervising a number of complex, on-going, projects involving research, analysis, planning, and policy formulation related to court administration and management. Senior Management Analysts also participate in complex study projects under the direction of Principal Management Analysts, or work with substantial independence from supervision on individual research projects, and perform other related duties.

ASSIGNMENT: Three (3) Regional Court Facilities Coordinator positions are available with responsibility for managing all aspects of UCS's leased and municipality-owned buildings within their assigned region (NYC metro/Long Island, Western NY, or Capital Region/Central NY). Responsibilities include working with OCA and judicial districts to identify space needs, locating potential leased space and conducting fair market analysis, assisting OCA architects with space design and build-out planning, working with Counsel's Office to negotiate lease terms, assisting in the preparation of documentation for New York State control agency review, and serving as UCS's representative on construction build-out and related issues. The incumbent will coordinate with internal and external stakeholders on facility operations throughout the lease lifecycle. Frequent travel within the assigned region is expected. Occasional travel will be required statewide.

The role also supports UCS's portfolio of municipality-owned buildings under applicable New York State Law and regulation, including Judiciary Law Sections 39 and 39-b. In conjunction with the Capital Planning Attorney and applicable judicial districts, the position will coordinate with municipalities and internal stakeholders on compliance, reporting, and operational facility needs.

Prior project management, construction or facilities management, and lease negotiation/management experience is preferred. Applicants should identify the region(s) applied for in their cover letter.

LOCATION: OCA – OFFICE OF COURT FACILITIES
NEW YORK CITY / ALBANY / BUFFALO REGIONS

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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: **3**.

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 cover letter and resume by email to swaterma@nycourts.gov or by mail to:

Shawn Waterman
Director of Court Facilities Planning
OCA -Court Facilities
25 Beaver Street
New York, NY 10004

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

POSTING DATE: July 15, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 12, 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.