



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1664

OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES IS RECRUITING FOR THREE (3) POSITIONS IN THE ANALYST SERIES. THESE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

ASSIGNMENT: The Office of Trial Court Support is seeking three court operations experts – one in Family Court operations, one in Surrogate's Court operations and one in Supreme & County Criminal Court operations. Preference will be given to applicants with experience in one or more court types, with at least one being Family Court, Surrogate's Court or Supreme and County Criminal Court. Duties include, but are not limited to:

- formulating operational procedures based on statutory requirements and UCS policies
- reviewing and revising existing trial court operations to define and promote best practices
- partnering with court managers and administrators to implement new procedures and policies
- acting as a liaison with other OCA units and partnering with agencies to coordinate legal, operational, and technological needs of the trial courts
- providing expert guidance to court managers and administrators to resolve operational issues
- composing reports and formulating recommendations regarding trial court operations
- facilitating consensus among operational, legal, and technology experts to develop and deploy standardized operational practices for trial courts
- developing, revising, and disseminating court forms, guides, and other reference materials
- representing operational perspectives and interests on committees tasked with developing/enhancing technical systems, creating and revising court forms, and drafting legislation and court rules
- conducting both in-person and virtual training on topics affecting trial court operations

Candidates should be proactive problem solvers with the ability to build relationships and consensus among various stakeholders. Expertise in trial court operations is required. Experience in the Court Clerk series, as a court manager or as a supervisor, is preferred. These positions require statewide overnight travel subject to UCS travel policies and restrictions.

POSITION TITLE: SENIOR MANAGEMENT ANALYST JG: 28

BASE SALARY: \$110,853 + \$4,920 LOCATION PAY (NYC, NASSAU & SUFFOLK 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 report to the 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.

POSITION TITLE: MANAGEMENT ANALYST JG: 25

BASE SALARY: \$94,386 + \$4,920 LOCATION PAY (NYC, NASSAU & SUFFOLK 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 the 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.

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF TRIAL COURT SUPPORT
NYC, NASSAU, SUFFOLK, ALBANY, ONONDAGA, BROOME, MONROE AND ERIE COUNTIES

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 resume, and a cover letter by email to DPCSCareers@nycourts.gov or mail to:

Raymond M. Weaver
Chief Management Analyst
OCA – Division of Professional and Court Services
Office of Trial Court Support
500 Patroon Creek Blvd, Suite 2300
Albany, NY 12206

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

POSTING DATE: June 30, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 28, 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.
