



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1673

There is currently one (1) position available. The position will be filled in one of the following titles and will be dependent on the qualifications of the applicant selected.

POSITION TITLE: INTERNAL AUDITOR JG: 23

SALARY: \$84,659 + \$4,920 Location Pay

QUALIFICATIONS: One year in the Assistant Internal Auditor title; or Bachelor's degree from an accredited college or university with 24 credit hours in accounting and three (3) years of relevant experience; or Master's degree in Accounting from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Internal Auditors work under the supervision of senior audit staff or as team leaders on projects of narrow scope. Internal Auditors are assigned to field audits of courts and agencies within the Unified Court System for the purpose of evaluating the adequacy of internal controls over financial and operational activities and information systems; determining compliance with applicable laws and regulations; and determining the court or agency's ability to perform its program efficiently and effectively. They may be responsible for supervising Assistant Internal Auditors and other subordinate personnel. Internal Auditors also perform other related duties.

POSITION TITLE: ASSISTANT INTERNAL AUDITOR JG: 21

SALARY: \$76,112 + \$4,920 Location Pay

QUALIFICATIONS: Bachelor's degree from an accredited college or university with 24 credit hours in accounting and two (2) years of relevant experience; or Master's degree in Accounting from an accredited college or university and one year of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Internal Auditors work under the direct supervision of senior audit staff, and are assigned to field audits of courts and agencies within the Unified Court System for the purpose of evaluating the adequacy of internal controls over financial and operating activities and information systems; determining compliance with applicable laws and regulations; and determining the court or agency's ability to perform its program efficiently and effectively. Assistant Internal Auditors also perform other related duties.

LOCATION: DIVISION OF INTERNAL AUDIT SERVICES
NYC

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position will be responsible for conducting financial, operational and information system audits of courts, agencies, or programs within the Unified Court System. Overnight 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 www.nycourts.gov/careers/UCS5.pdf) a resume and a cover letter by email to auditapply@nycourts.gov or by mail to:

Carol L. Jones, CPA, CIA
Director, Division of Internal Audit Services
NYS Office of Court Administration
224 Harrison Street, Suite 504
Syracuse, New York 13202

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

POSTING DATE: July 10, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 7, 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.
