



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1678

OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES IS RECRUITING FOR ONE (1) POSITION IN THE ANALYST SERIES. THIS POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

ASSIGNMENT: The Division of Professional and Court Services within the Office of Court Administration encompasses several specialized units. The selected analyst will support four of the following units: the Attorney Registration Unit, which manages attorney registration notifications, fee collection, and the registration database; the Retainers and Closings Unit, which oversees electronic filing of required statements for contingent fee matters in the First and Second Judicial Departments; the Part 36 Appointment Processing Unit, which manages applications and records related to fiduciary appointments; and the Adoption Affidavits Unit, which administers filings of affidavits used in adoption proceedings and maintains records of attorneys, agencies and fees involved. The analyst serves as the primary point of contact for attorneys, appointees and court clerks, responding to inquiries via telephone and email.

Responsibilities include, but are not limited to:

- Providing phone coverage for the automatic call distribution line.
- Uploading and maintaining documentation in the Fiduciary Case Management System (FCMS) and providing technical assistance to resolve Fiduciary Online database access issues.
- Reviewing and processing attorney registration return mail and conducting detailed research on delinquent attorneys.
- Tracking, scanning, and processing documentation related to deceased attorneys.
- Assisting with maintenance of accurate attorney registration records.
- Reviewing, processing, and resolving or rejecting retainer and closing submissions placed on hold due to vendor or data-entry issues.
- Conducting in depth research to fulfill authorized requests for retainer and closing documents.
- Reviewing and responding to emails sent to the Retainers and Closings and Adoption Unit mailboxes.
- Reviewing e-filed adoption submissions for acceptance or rejection.
- Reviewing submitted forms for accuracy, completeness, and compliance.
- Supporting department-wide projects as assigned.

The successful candidate will demonstrate excellent written and oral communication skills, strong attention to detail, proficiency with technology, and a commitment to delivering outstanding customer service.

POSITION TITLE:	COURT ANALYST	JG: 18
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BASE SALARY:	\$64,971	+	\$4,920 LOCATION PAY
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QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor's degree from accredited college or university and one (1) year of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

POSITION TITLE:	ASSISTANT COURT ANALYST	JG: 16
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BASE SALARY:	\$58,100	+	\$4,920 LOCATION PAY
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QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
NEW YORK, NY

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: 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) with a resume and cover letter by email to DPCSHiring@nycourts.gov or by mail to:

Martine Charles-Cator
Chief Management Analyst
OCA – Division of Professional and Court Services
25 Beaver Street, 11th Floor
New York, NY 10004

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

POSTING DATE: July 23, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 20, 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.
