



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1680

THE OFFICE OF COURT ADMINISTRATION – DIVISION OF TECHNOLOGY AND COURT RESEARCH IS RECRUITING FOR SEVEN (7) 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.

POSITION TITLE: PRINCIPAL COURT ANALYST

JG: 23

BASE SALARY: \$84,659

QUALIFICATIONS: One year in the Senior Court Analyst title; **or** Bachelor's degree from an accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration 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: With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

POSITION TITLE: SENIOR COURT ANALYST

JG: 21

BASE SALARY: \$76,112

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.

POSITION TITLE: COURT ANALYST

JG: 18

BASE SALARY: \$64,971

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

BASE SALARY: \$58,100

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: OFFICE OF COURT ADMINISTRATION
DIVISION OF TECHNOLOGY AND COURT RESEARCH
500 PATROON CREEK BLVD, ALBANY NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The Court Analysts will be assigned to the Division of Technology and Court Research's Criminal Disposition Reporting (CDR) Unit. The CDR Unit supports New York State courts in ensuring the timely, accurate, and complete reporting of criminal disposition information to statewide systems and is heavily involved in statewide initiatives such as the Clean Slate project. Duties include but are not limited to: Assisting court personnel with the timely and accurate reporting and processing of criminal disposition information; monitoring and evaluating the quality of criminal disposition data by identifying inaccuracies, inconsistencies, or incomplete records and coordinating corrections; troubleshooting data collection, transmission, and reporting issues across various case management systems; researching legislative and policy changes to assess their impacts on disposition reporting requirements; participating in the testing, evaluation, and implementation of system enhancements and upgrades, and providing application support, guidance, and training to court staff, including contributing to the development of user training materials and documentation. Occasional travel within New York State may be required.

Seeking candidates with:

- Strong attention to detail and effective problem-solving skills.
- Excellent communication and customer service skills.
- Ability and willingness to learn new technologies, applications, and data processes.
- Experience developing user training materials, providing help desk support, or participating in technology system implementation.
- Knowledge of New York State criminal court operations, criminal case processing, and related case management systems (preferred but not 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: 7.

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

Gail Testo
Senior Management Analyst
Office of Court Administration, Division of Technology & Court Research
500 Patroon Creek Blvd,
Albany, NY 12206

[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.
