



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20625

POSITION TITLE: COURT ANALYST (ADA) **JG: 18**

LOCATION: NEW YORK CITY CIVIL COURT

BASE SALARY: \$64,971 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: The designee will work with the Chief Clerk, Borough Chief Clerk, Statewide ADA Coordinator, judges, the ADA Office, and other stakeholders to receive, review, and process ADA accommodation requests; determine whether requests require administrative or judicial handling and route them appropriately; coordinate administrative accommodations, including auxiliary aids, interpreters, accessible communication formats, and relocation to accessible spaces; monitor ongoing accommodations for future appearances; maintain confidentiality of disability-related information; track outcomes and follow-up; assist with day-of and walk-in requests; prepare denial/reconsideration materials in consultation with court leadership and the Statewide ADA Coordinator; consult on complex matters; participate in ADA training and accessibility initiatives; and prepare reports, correspondence, and related materials as needed.

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: 4.

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 resume by email to ChiefClerkCivil@nycourts.gov or by mail to:

Tanya Faye
Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

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

POSTING DATE: July 14, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 11, 2026

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