



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 3620

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**POSITION TITLE:** COURT ANALYST

**JG: 18**

**LOCATION:** 3<sup>rd</sup> JUDICIAL DISTRICT  
ADMINISTRATIVE OFFICE

**BASE SALARY:** \$64,971

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; **or** Bachelor's degree from an 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:** This position will be assigned to the Human Resources unit. Duties include but are not limited to: updating employee information in HRMS systems; assisting with time management and leave request process; coordinating the interview process; maintaining and updating HR files; maintaining and updating organization charts; participating in training and orientation of employees; acting as a liaison with centralized HR units; advising employees and court managers on the interpretation of human resources policies, programs and procedures; assisting with maintaining compliance with federal and state regulations concerning employment and participating in human resource projects.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) a resume and cover letter by email [3jdeployment@nycourts.gov](mailto:3jdeployment@nycourts.gov) or by mail to:

THIRD JUDICIAL DISTRICT OFFICE  
2500 POND VIEW, SUITE 210  
CASTLETON ON HUDSON, NY 12033

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

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**POSTING DATE:** July 13, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 10, 2026

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**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.**

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