



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7520

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #7514 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: PRINCIPAL COURT ANALYST

JG: 23

LOCATION: 7th JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
ROCHESTER, NEW YORK

BASE SALARY: \$84,659

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: This position will be based in the District Office and will work with court employees and regional stakeholders to coordinate, track, implement and report on the District's Access to Justice and Equal Justice initiatives. Duties include, but are not limited to: organizing and planning community outreach events at local schools, community centers, civic organizations and public gatherings; spearheading recruitment of diverse applicants for court-related job postings and jury service through justice initiatives; preparing regional outreach brochures to be used at events throughout the District; developing local networks and partnerships to increase community participation in justice initiatives; scheduling and participating in local and regional stakeholder meetings; working with local and state government to ensure courthouse renovations related to justice initiatives are completed; assisting District-wide Access to Justice/Equal Justice committees in updating signage, court websites, court materials and court-related forms; developing diversity, equity and inclusion training programs for the District and its stakeholder agencies; maintaining and organizing data relative to the District's justice initiatives; and identifying new justice initiatives to increase court user's access to the courts and available community resources throughout the District.

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 cover letter by email to 7thhumanresources@nycourts.gov or by mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

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

POSTING DATE: October 6, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 3, 2025

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.
