



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 12104

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**POSITION TITLE:** PRINCIPAL COURT ANALYST (TRANSLATION SPECIALIST) JG: 23

**LOCATION:** DIVISION OF PROFESSIONAL AND COURT SERVICES  
OFFICE OF LANGUAGE ACCESS  
MANHATTAN

**BASE SALARY:** \$74,478 + \$4,300 LOCATION PAY

**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.

**ASSIGNMENT:** The Translation Specialist will serve as the primary translator of documents from the English language into the designated target language. Responsibilities include, but are not limited to: serving as lead translator as part of a translation team for translations rendered from the English language into the target language and from the target language into the English language; will be required to render high quality and faithful translations for a variety of court forms, documents, web pages, and signage; proof read and conduct quality review of translations; will use an officially adopted translation protocol to ensure quality, accuracy, clarity and consistency for all translated materials; conduct research to ensure translations are accessible to the diverse population of New York State that speaks and reads the target language; review translation requests and discuss impediments in rendering a translation; implement best practices; utilize language memory translation software and tools to track translations; ensure proper dissemination and maintenance of translated materials; maintain a library of materials and resources translated into the target language and English

Candidates are required to have expertise in legal terminology, strong project management and leadership skills, excellent writing, proof reading and communication skills, proficiency in software use such as MS Office, Foxit and Adobe Desktop Publishing. Preference will be given to candidates with knowledge of court procedures and legal terminology used in the court system. Some travel within the NYS Unified Court System is required.

**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.

**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: 2.

**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)) and a cover letter and resume by email to [DPCS applicants@nycourts.gov](mailto:DPCS applicants@nycourts.gov) or mail to:

Ann Ryan  
Coordinator of Office of Language Access  
Division of Professional and Court Services  
25 Beaver Street, 7<sup>th</sup> Floor  
New York, NY 10004

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

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

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**POSTING DATE:** November 1, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 29, 2022

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