



# Division of the Budget

## **Budget Fellow Public Protection Unit Office of Indigent Legal Services and the Judiciary Reference #21-29**

This position has primary responsibility for all aspects of budgeting for the Office of Indigent Legal Services (ILS) and the Judiciary. This position will offer the successful candidate experience in a broad range of issues.

### **Responsibilities of the Budget Fellow on the Office of Indigent Legal Service the Judiciary Team would include, but are not limited to:**

- participating in the development and implementation of initiatives, including the statewide expansion of caseload relief, counsel at arraignment and initiatives to improve the quality of indigent defense provision;
- monitoring and analyzing revenue and spending;
- planning for capital projects and financing for New York State Office of Court Administration (OCA) initiatives;
- reviewing and analyzing the Judiciary's yearly budget submission for impacts on current financial plan assumptions;
- participating in the development and implementation of policy initiatives; and
- collaborate with other examiners and agencies on broader criminal justice topics, budgetary and policy matters.

### **Qualification/Skills:**

The successful candidate will possess strong analytical skills and an ability to work independently. Candidates should also demonstrate the ability to:

- develop and defend rational budget recommendations;
- independently evaluate complex proposals and identify core fiscal and programmatic issues;
- write clearly and prepare effective presentations suitable for senior management;
- identify and solve problems;
- think creatively and strategically; and
- work closely and cooperatively with colleagues within the unit, in other units, and at State agencies.

### **How to Apply:**

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Judiciary" in the Professional Interests section. Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact [personnel@budget.ny.gov](mailto:personnel@budget.ny.gov).

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