



StateJobsNY

Review Vacancy

Date Posted: 03/23/26

Applications Due: 04/24/26

Vacancy ID: 212247

Position Information

NY HELP	No
Agency	Judicial Conduct, State Commission on
Title	Writer/Investigative Analyst
Occupational Category	Other Professional Careers
Salary Grade	NS
Bargaining Unit	M/C - Managerial/Confidential (Unrepresented)
Salary Range	From \$56655 to \$70869 Annually
Employment Type	Full-Time
Appointment Type	Permanent
Jurisdictional Class	Exempt Class
Travel Percentage	30%

Schedule

Workweek	Mon-Fri
Hours Per Week	37.5

Workday

From	9 AM
-------------	------

To	5:30 PM
Flextime allowed?	No
Mandatory overtime?	No
Compressed workweek allowed?	No
Telecommuting allowed?	Yes

Location

County	New York
Street Address	61 Broadway, Suite 1200
City	New York
State	NY
Zip Code	10006

Job Specifics

Duties Description	<p>The New York State Commission on Judicial Conduct is seeking a detail oriented, inquisitive professional to join its New York City office. This role is ideal for candidates who excel at research, writing, interviewing, and analyzing complex information.</p> <p>About the Role</p> <p>As a Judicial Ethics Research & Report Writer, you will play a key part in the Commission's mandate to investigate allegations of judicial misconduct. Your primary responsibility will be drafting clear, well reasoned reports that evaluate complaints and investigative findings. You will also help clarify allegations by interviewing witnesses or reviewing records.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Write investigative reports summarizing complaints, evidence, and findings • Review and analyze court documents, financial records, and other case materials • Interview complainants, witnesses, and others as needed • Conduct court observations • Assist attorneys with trial preparation and trial support • Perform research using court databases and electronic records • Travel occasionally within New York State
---------------------------	--

Minimum Qualifications	<ul style="list-style-type: none"> • BA/BS from an accredited college (English, Journalism, or related field preferred) • Excellent writing and editing skills • Strong analytical and research abilities • Solid computer literacy and online research skills • Professional communication skills • Valid driver's license • Clean criminal record • Knowledge of the NYS court system preferred • Journalism or editing experience a plus
Additional Comments	<p>Candidates should be prepared to take a computer literacy test.</p> <p>Appointment subject to successful completion of background check (including fingerprinting).</p> <p>This position is eligible for full NYS benefits including: health, dental and vision insurance; pension plan; paid time off; etc.</p> <p>The State of New York does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, religion or disability in the admission to, access to or employment in our programs or activities. Reasonable accommodation will be provided upon request. The State of New York is an Equal Opportunity Employer.</p>

Some positions may require additional credentials or a background check to verify your identity.

How to Apply

Name	Mark Levine, Esq. Deputy Administrator in Charge
Telephone	
Fax	
Email Address	jobs+inv26@cjc.ny.gov

Address

Street	61 Broadway, Suite 1200
City	New York
State	NY
Zip Code	10006

Notes on Applying	<p>Qualified candidates should submit a cover letter, resume, and writing sample to jobs+inv26@cjc.ny.gov. Due to the high volume of applications, only candidates selected for an interview will be contacted.</p>
--------------------------	---

Become an Organ Donor - Enroll Today

[FAQs](#) • [Workers with Disabilities \(55b/c\)](#) • [Civil Service Exams](#)
State Agencies: [Department of Civil Service](#) • [Office of the State Comptroller](#)
OER Link: [Employee Unions and Bargaining Units](#)
[Exam announcements](#) • [General Information about NYS Government](#)

© 2026 NYS Department of Civil Service
StateJobsNYSM 2026 NYS Department of Civil Service
[Accuracy](#) • [Privacy](#) • [Accessibility](#) • [Contact](#)

• [AgenciesApp](#) [Directory](#) [Counties](#) [Events](#) [Programs](#) [Services](#)