



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 39002

POSITION TITLE: JUNIOR COURT ANALYST **JG:12**

LOCATION: RICHMOND COUNTY CLERK'S OFFICE

BASE SALARY: \$ 35,434 + LOCATION PAY \$ \$3,697

CLASSIFICATION: NON-COMPETITIVE/ CONFIDENTIAL

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or**
High school diploma or the equivalent and three years of relevant experience; **or**
An equivalent combination of education and experience. **or**

DISTINGUISHING FEATURES OF WORK:

Junior Court Analyst provide paraprofessional and professional support services for on- going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT:

This position will be assigned to the Division of the County Register. It requires the examination of real property records for accuracy and completeness; approval of real property records for recording; calculation of transfer taxes and recording fees and ensuring that the appropriate funds are submitted; assisting members of the public who are retrieving real property records (either their own or through title companies); assisting other government agencies in accessing real property records; examining and approving documents for the recording of satisfactions of mortgages.

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 three (3) 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) and a resume to:

RONALD ARABIA
DEPUTY COUNTY CLERK & CHIEF OF STAFF
OFFICE OF THE RICHMOND COUNTY CLERK
130 STUYVESANT PLACE
STATEN ISLAND, NY 10301

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 30, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 21, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
