



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POSTANNOUNCEMENT NO. 22403

POSITION TITLE: COURT ANALYST**JG: 18****LOCATION:** FAMILY COURT, NEW YORK CITY
BRONX COUNTY**BASE SALARY:** \$63,083 + \$ 4,775 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Assistant Court Analyst title; **or** Bachelor's degree from an accredited college or university and one (1) year of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university; **or** An equivalent combination of education and experience. **Candidates with knowledge of Family Court operations are encouraged to apply.**

DISTINGUISHING FEATURES OF WORK: Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

ASSIGNMENT: This position will be placed in Bronx Family Court to assist in the Office of Self-Represented Services. The analyst will help court users navigate the process and receive assistance as efficiently as possible. The analyst will also work collaboratively with advocates located on site to ensure court users receive all the information they are requesting including assistance with Orders of Protection. Duties include but are not limited to: providing direct services to court users when filing petitions; identifying ways to improve and streamline our Help Center Services; assisting pro se court users to complete petitions and utilize the DIY programs; answering general court questions; finding community-based programs and navigating the court website.

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 must 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 cover letter and resume by email to NYCFCHR@nycourts.gov or by mail to:

EUGENE HURLEY
CHIEF CLERK
NEW YORK CITY FAMILY COURT
60 LAFAYETTE STREET
NEW YORK, NEW YORK 10013

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

POSTING DATE: March 4, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 1, 2024

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