



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 25308

POSITION TITLE: ASSISTANT COURT ANALYST **JG: 16**

LOCATION: SUPREME COURT, BRONX COUNTY - CIVIL TERM

BASE SALARY: \$54,768 + \$ 4,635 LOCATION PAY

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: One year in the Junior Court Analyst title; or Bachelor's degree from an accredited college or university; or High School diploma or the equivalent and four (4) years of relevant experience; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entry level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: The Assistant Court Analyst will be assigned to the Office of the Chief Clerk. Duties include but are not limited to: answering and directing phone calls; coordinating appointments, meetings and managing calendars; preparing correspondence and compiling data for reports; maintaining general office filing system; updating the court website, inter-court communication; assisting in interdepartmental services and other clerical tasks.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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 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) a cover letter and a resume by email to BXSUPCIVHR@nycourts.gov or by mail to:

LAKISHA HICKSON
CHIEF CLERK VII
BRONX SUPREME COURT - CIVIL TERM
851 GRAND CONCOURSE, ROOM 612,
BRONX, NY 10451

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

POSTING DATE: March 6, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 3, 2023

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