



UCS- 23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 31402

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**POSITION TITLE:** PRINCIPAL COURT ANALYST **JG: 23**

**LOCATION:** SURROGATE'S COURT, BRONX COUNTY

**BASE SALARY:** \$82,198 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** With substantial independence from supervision, Principal Court Analysts work individually or as team leaders on projects that involve research and confidential analysis, planning, and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

**ASSIGNMENT:** This position is assigned to the personnel and budget functions in Bronx County Surrogate's Court. Duties include but are not limited to: overseeing preparation of annual budget; preparing contracts and budget requests; approving all vouchers and purchase orders; advising employees and court managers on the interpretation of human resources policies, programs and procedures; overseeing employee disciplinary meetings and investigations; updating employee information in HRIS systems; supervising time management and leave request process; leading canvasses for competitive civil service positions and coordinating the interview process; participating in training and orientation of employees; acting as a liaison with centralized HR units; leading outreach and diversity efforts; ensuring compliance with federal and state regulations concerning employment and participating in human resource projects; and troubleshooting Human Resources issues.

**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 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [BXSR-Personnel@nycourts.gov](mailto:BXSR-Personnel@nycourts.gov) or by mail to:

Elix R. Madera-Fliegelman  
Chief Clerk  
Bronx Surrogate's Court  
851 Grand Concourse, Room 327  
Bronx, NY 10451-2937

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

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**POSTING DATE:** May 2, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 30, 2024

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