



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36302

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$ 71,748 + \$4,635 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; or Bachelor's degree from an accredited college or university and two (2) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; or An equivalent combination of education and experience. Proficiency in Microsoft Office Suite is preferred.

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior 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, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT: Duties include, but are not limited to: providing administrative and operations support reporting directly to the Bronx County Clerk; coordinating and scheduling appointments and meetings with outside agencies, vendors and the general public; preparing & maintaining records of correspondences; providing the County Clerk and administrative staff with assistance and data of current projects; maintaining calendars for interviewing process; preparing Certificates of Disposition and approving payments of documents; performing naturalization searches and preparing certificates of search; certifying documents and verifying the sealed and confidential documents; providing assigned newspapers for publication of Limited Liability Companies and State Liquor Authority; monitoring incoming and outgoing mail; maintaining staff leave calendars; providing assistance in retrieving digital documents of matter filed under the duties of the County Clerk and Clerk of the Supreme Court and providing the public with appropriate contact information.

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) and a cover letter and resume by email to bxcc_hr@nycourts.gov or by mail to:

TERESA TORRES
BRONX COUNTY CLERK'S OFFICE
851 GRAND CONCOURSE
BRONX, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 7, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 4, 2023

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
