



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 36401 Extended

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.

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: This position will provide administrative and operational support to the Executive staff of the Office of the Bronx County Clerk. Duties include coordinating and scheduling appointments with staff and outside agencies and vendors, preparing and maintaining records of correspondence, maintaining a calendar for staff leaves and other HR matters, implementing HR Procedures and assisting personnel and managers with procedural changes due to continuous amendments of the law, implementation of Executive and Administrative Orders, reviewing budget expenditures, conducting statistical analysis and reporting back to the Executive Team with departmental recommendations. The person hired will act as a liaison between the fiscal officer and the Cashier Division staff. They will be responsible for training new employees, scheduling staff to ensure sufficient coverage, ensuring register cash-outs are accurate, preparing and managing cash waiting to be deposited, resolving close-out discrepancies and handling customer complaints. This position has an emphasis on project management including conducting research for projects and working with the executive team to assist in ensuring projects are completed on time, within budget and to the expected quality of work. Proficient knowledge of Microsoft Office applications is preferred. Candidate must have the ability to write clear and concise prose and communicate orally in a clear and succinct manner. Candidates with previous knowledge on how to compile data for reports and public documents are preferred.

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 mail to:

Honorable Ischia Bravo
Commissioner of Jurors/Bronx County Clerk
851 Grand Concourse, Room 118
Bronx, NY 10451
bxchr@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: January 23, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 19, 2024

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