



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 36404

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 assist and provide administrative support, reporting directly to the Bronx County Clerk/Commissioner of Jurors. Duties include, but are not limited to: greeting and assisting visitors, answering inquiries and creating a welcoming environment; answering, screening and redirecting incoming calls; reading and responding to written communication, including emails and letters; creating and preparing correspondence and templates; proofreading and making corrections to proposed documents; preparing documents for large meetings, presentations and interviews; maintaining the County Clerk's calendar including scheduling and cancelling of appointments, meetings and reservations; booking travel arrangements and accommodations for meetings and conferences; creating reports and presentations in Microsoft Office Applications; reporting and documenting specific events as they relate to HR procedures and organizing and maintaining files and databases. Candidate will need to possess a high degree of attention to detail, strong verbal and written communication skills and must be comfortable with routinely shifting demands.

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
bxccchr@nycourts.gov

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

POSTING DATE: February 20, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 19, 2024

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.