



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36406

POSITION TITLE: JUNIOR COURT ANALYST **JG: 12**

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$ 44,926 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or** High School Diploma or the equivalent and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Junior Court Analysts provide paraprofessional and professional support services for on-going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

ASSIGNMENT: This position will assist the Reception and Mail/Transfers Division supervisor with various tasks within the department. Duties include but are limited to: greeting visitors, answering and directing calls, receiving and sorting incoming/outgoing mail, recording payment information and transaction types, distributing mail to different departments, preparing letters for outgoing mail using templates, shipping and tracking case files transferred to other courts, answering client inquiries regarding mailed requests, and calculating and affixing correct postage fees to outgoing mail. The preferred candidate must possess strong writing and oral communication skills, be detailed oriented and organized. Previous customer service experience is a plus.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a cover letter and resume by email to bxchr@nycourts.gov or by mail to:

Honorable Ischia Bravo
Commissioner of Jurors/Bronx County Clerk
851 Grand Concourse, Room 118
Bronx, NY 10451

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

POSTING DATE: April 17, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 15, 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.
