

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36407

POSITION TITLE: ASSISTANT COURT ANALYST **JG: 16**

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$56,411 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: This position will assist and work directly with the Supervisor of Jury Qualifications, the Commissioner of Jurors/Bronx County Clerk and Chief of Jury Operations to ensure a stronger jury pool capable of handling the high volume of cases in the Bronx. Duties include: assisting in developing and implementing outreach plans to engage jurors effectively; attending and participating in events representing the office; conducting research and composing reports on juror communication strategies; giving presentations and responding to high volume and time-sensitive emails; drafting reports containing data analysis on juror engagement; supporting jurors during the trial process, including coordinating with their employers to enhance participation and engagement and assisting in managing questionnaires, addressing non-compliance issues, and conducting email/mail correspondence with jurors. Applicants must possess excellent written and interpersonal communication skills, public speaking skills, with the ability to teach others in formal presentation both in-person and virtually. Previous experience in outreach and community engagement is 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: 2.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications must 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 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

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