



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 37403

POSITION TITLE: SENIOR COURT ANALYST JG: 21

LOCATION: KINGS COUNTY CLERK'S OFFICE

BASE SALARY: \$73,897 + \$ 4,775 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 be assigned to the Cashier Department. Duties include but are not limited to: supervising and training employees on new policies and procedures; ensuring that all monetary transactions are handled accurately and according to procedure; compiling daily, weekly, monthly, and yearly reports and reviewing for accuracy; collecting and processing payments transmitted from other departments; reconciling and verifying daily transactions and deposits for accuracy; processing remote and cash bank deposits; coordinating bank runs with public safety and acting as a liaison with bank to resolve issues that may arise.

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 resume by email to KCCApply@nycourts.gov or by mail to:

LISA M. MANGAL
ADMINISTRATOR
KINGS COUNTY CLERK
360 ADAMS STREET, ROOM -189
BROOKLYN, NY 11201

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: May 1, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 29, 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.
