



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 39401

**POSITION TITLE:** SENIOR COURT ANALYST JG: 21

**LOCATION:** RICHMOND 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. **Applicants with strong background in statistics, analytics and advanced skills in Excel and use of computer-based technology are preferred.**

**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:** Under the direction of the County Clerk this position is assigned to and will provide executive and administrative support directly to the County Clerk. The incumbent will lead statistical analysis reporting efforts and oversee the County Clerk Data Analytics and Agency wide Accountability Program. The position will involve researching, drafting and project analysis responsibilities as well as assisting the County Clerk in the drafting of reports (including charts and graphs) and other correspondence. Additionally, the incumbent will provide a myriad of clerical duties traditionally associated with the role of Executive Assistant as well as providing multi-divisional support across Agency's operating divisions. Knowledge and proficiency in use of Microsoft Teams and Outlook , Word and Excel is required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [ORCCApply@nycourts.gov](mailto:ORCCApply@nycourts.gov) or by mail to:

Ronald Arabia  
First Deputy County Clerk  
Office of the Richmond County Clerk  
130 Stuyvesant Place  
Staten Island, New York 10301

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

**POSTING DATE:** April 5, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 3, 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.