



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 39402

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

LOCATION: RICHMOND COUNTY CLERK'S OFFICE
130 Stuyvesant Place, Staten Island, New York.

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: The position will be assigned to the Office of the Richmond County Register, and will be responsible for handling a variety of duties relating to receipt, examination, recording and collection of all taxes and fees relating to Real Property and Personal Property transactions. Transaction types include, but are not limited to, deeds, mortgages, satisfactions, consolidation agreements, modification agreements, assignments, uniform commercial code instruments, leases, etc. Additionally, the position will handle customer service inquires, including communicating with Abstract and Title companies, banking institutions and legal firms. A demonstrated understanding of real property instruments and prior experience in handling and processing legal recordings is essential. Applicants should also have a working familiarity with County Clerk Business applications including the ORCC Land Documents System, CCOS and JDLS applications.

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 email to 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

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