



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36801

POSITION TITLE: SENIOR COURT ANALYST JG: 21

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$64,367 + \$4,000 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. **Experience in records management and supervising clerical staff is 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: The position will serve as the courts Records Manager with responsibility for supervising clerical staff and ensuring proper maintenance of records. Duties include but are not limited to: planning and supervising the establishment, maintenance, reproduction, storage and disposition of records; training and directing staff in principals and techniques of modern records management; providing technical guidance by recommending and identifying appropriate filing systems; creating and maintaining manual and computerized files for all records; coordinating, supervising and assisting in the digitization of selected records; coordinating space and storage needs; identifying relevant grants and preparing requests; establishing system for file tracking to reduce or eliminate lost or misplaced records and recommending procedures for the prompt and proper filing of documents.

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 Bxcc-rmo@nycourts.gov or by mail to:

TERESA TORRES
BRONX COUNTY CLERK'S OFFICE
851 GRAND CONCOURSE
BRONX, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 15, 2018

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 6, 2018

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