



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 20438

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**POSITION TITLE:** COURT ANALYST **JG: 18**

**LOCATION:** NEW YORK CITY CIVIL COURT

**BASE SALARY:** \$63,083 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; or Bachelor's degree from accredited college or university and one (1) year of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

**ASSIGNMENT:** This position is assigned to the office of the Borough Chief Clerk in the county of assignment. Duties include, but are not limited to: providing administrative support to the Borough Chief Clerk by reviewing and responding to incoming correspondence; scheduling meetings and events (i.e. judicial inductions); organizing and maintaining administrative records; communicating with the public, judges, and other court personnel; assisting staff with leave applications; collecting, reviewing, and compiling data; compiling statistics and reports; maintaining an organizational chart and functional directory; ensuring web site is update to date; ensure building signage is updated and appropriate; helping orient new employees; providing time management support to local supervisors and staff (UKG-Kronos) and any other tasks as assigned by the Borough Chief Clerk.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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 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 resume and cover letter by email to [ChiefClerkCivil@nycourts.gov](mailto:ChiefClerkCivil@nycourts.gov) or by mail to:

Tanya Faye  
Acting Chief Clerk  
NYC Civil Court  
111 Centre Street, Room 836  
New York, NY 10013

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

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**POSTING DATE:** September 16, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 14, 2024

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