



PLEASE POST
ANNOUNCEMENT NO. 20443

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

LOCATION: NEW YORK CITY CIVIL COURT

BASE SALARY: \$82,198 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Court Analyst title; **or** Bachelor's degree from an accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

ASSIGNMENT: Under the leadership of the Administrative Judge of the Civil Court of the City of New York, and the Chief Clerk of the Civil Court of the City of New York, and/or their designees, the Fiscal Officer is responsible for overseeing and managing citywide fiscal activities within the Civil Court. This role requires the Fiscal Officer to ensure the accuracy of revenue recording and reporting across all seven court sites while liaising with the OCA Division of Financial Management to maintain financial integrity. The Fiscal Officer plays a key role in monitoring and reconciling revenue collected by the local courts, managing discrepancies, providing guidance to local fiscal staff, and ensuring compliance with OCA/DFM and state fiscal policies. Duties include but are not limited to: ensuring the accurate recording of revenue received over-the-counter and online (e-filing); monitoring, approving, and processing revenue adjustment requests while working with fiscal staff and management to maintain consistency in reporting; resolving any discrepancies or issues that arise between the court's records and financial institutions; serving as the primary liaison with the Division of Fiscal Management; providing training to fiscal and cashiering staff; and tracking, monitoring, and categorizing electronic funds.

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 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.

POSTING DATE: November 4, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 2, 2024

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