



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 25509

POSITION TITLE: FAMILY COUNSELING CASE ANALYST **JG: 18**

LOCATION: SUPREME COURT, BRONX COUNTY - CIVIL TERM

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

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Master's Degree from an accredited school of social work and one (1) year of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** An equivalent combination of education and experience.
Multi-lingual candidates with LMSW (Licensed Master of Social Work) license are preferred.

DISTINGUISHING FEATURES OF WORK: Family Counseling and Case Analysts work under the supervision of the Chief Clerk, or other higher-level personnel, where they are responsible for analyzing cases involving marital issues including conflicts in custody and visitations, and for making recommendations on ways to resolve the matters. They prepare written reports based on information gathered from case files and during home visits and interviews with medical, religious, and other professionals. Family Counseling and Case Analysts may also perform administrative duties relating to case proceedings.

ASSIGNMENT: Duties of this position include but are not limited to: accepting and examining legal and supplemental documents; interviewing parents and children to insure that information submitted is factual; meeting with attorneys and their clients who are part of dispute; preparing reports and making recommendations to the Judge; referring litigants and children to psychological or medical counseling sources and preparing periodic and special administrative reports.

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), a cover letter and a resume by email BXSUPCIVHR@nycourts.gov or by mail to:

LAKISHA C. BROWN
CHIEF CLERK VII
BRONX SUPREME COURT - CIVIL TERM
851 GRAND CONCOURSE, ROOM 612,
BRONX, NY 10451

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

POSTING DATE: February 10, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 10, 2025

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