



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 31403

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

**LOCATION:** SURROGATE'S COURT, BRONX COUNTY

**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 an 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 will be assigned to the Fiscal unit. Duties may include, but are not limited to: accounts payable; refunds; revenue classifications and bank reconciliation; assisting in purchasing and procurement; communicating with outside vendors; corresponding with department supervisors to assess needs; daily cash/check audits; assisting and tracking agency budget; scheduling and verifying deliveries; training clerical staff, as well as any other special financial projects. This position will also act as a backup for Personnel department.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [BXSRPersonnel@nycourts.gov](mailto:BXSRPersonnel@nycourts.gov) or by mail to:

Elix R. Madera-Fliegelman  
Chief Clerk  
Bronx Surrogate's Court  
851 Grand Concourse, Room 327  
Bronx, NY 10451-2937

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

**POSTING DATE:** June 19, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 16, 2024

**The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.**