



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 34501

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: RICHMOND COUNTY SURROGATE'S COURT

BASE SALARY: \$73,897 + \$4,775 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. **Preference will be given to candidates with Surrogate's Court experience.**

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 Senior Court Analyst will lead, implement, conduct, and report with periodic reviews over various projects within the Surrogate's Court in Richmond County. Duties include but are not limited to: preparing written and training materials for a virtual court appearances platform and system; reviewing statistical data for automated case processing model; presenting annual standards and goals reports; coordinating, monitoring, managing, and reporting on the court's Virtual Court Access Program; supervising other Analysts in database management, data collection, and ongoing dispositions; and monitoring, coordinating, and managing various work assignments for the court.

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 and cover letter by mail to:

RONALD CERRACHIO
CHIEF CLERK
RICHMOND COUNTY, SURROGATE'S COURT
18 RICHMOND TERRACE
STATEN ISLAND, NY 10301

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

POSTING DATE: February 6, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 6, 2025

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