



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 35410

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

**LOCATION:** NEW YORK COUNTY CLERK'S OFFICE

**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 Administration Unit. Duties include but are not limited to: assisting the Administrator in all financial matters in the office including cash audits, verifying daily financial transactions; performing daily, weekly, monthly and annual financial reports; assisting in budget tracking and preparation, and processing purchases for the agency including vouchers. This position will be cross trained to serve as an HR backup for the purpose of assisting in HR data entry.

**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](http://www.nycourts.gov/careers/UCS5.pdf)), and a cover letter and resume by email to [NYCCADMIN@nycourts.gov](mailto:NYCCADMIN@nycourts.gov) or by mail to:

Manuel J. Tavarez, Esq.  
Administrator  
New York County Clerk  
60 Centre Street, Room 140M  
New York, NY 10007

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

**POSTING DATE:** June 24, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 22, 2024

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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.

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