



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 35503

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**POSITION TITLE:** JUNIOR COURT ANALYST **JG: 12**

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

**BASE SALARY:** \$ 44,926 + \$ 4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Associate degree or 60 college credits from an accredited college or university; **or** High school diploma or the equivalent and three years of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Junior Court Analyst provide paraprofessional and professional support services for on-going projects involving research and confidential analyses, planning and other related work in the areas of budget development and court finance; personnel administration; resource allocation, or court system management and administration. Junior Court Analysts participate in the analytical and decision making processes as a member of a team of Court Analysts and higher level personnel.

**ASSIGNMENT:** Duties include but are not limited to: acting as a notary; assisting customers at the counter; processing notarial paperwork; data entry; cross-training in the Law & Equity Department; entering notarial information into the New York State database; maintaining records up to date in the department; assisting in agency-wide scanning project; addressing customers' questions in a timely and professional manner; and answering telephone calls and emails concerning notarial inquiries.

**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:** January 24, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 21, 2025

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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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