



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 36411_Extended

POSITION TITLE: SENIOR COURT ANALYST

JG: 21

LOCATION: BRONX COUNTY CLERK'S OFFICE**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.

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: This position will be assigned to the Jury Qualifications Department and will oversee the following functions: questionnaires, non-compliance, email/mail correspondence, juror outreach and employer support. This position will work in collaboration with the Commissioner of Jurors/Bronx County Clerk to ensure a robust jury pool capable of managing the high volume of cases in the Bronx. Duties include but are not limited to: guiding the development of tailored outreach plans through community engagement, email correspondence, and implementing measures for non-compliance, in partnership with external agencies and the community; supporting jurors during the trial process, including coordinating with their employers, to enhance their participation and engagement; assisting in processing questionnaires; addressing non-compliance issues; conducting email/mail correspondence; engaging with jurors; attending and participating in outside events representing the office; conducting research and composing reports on juror communication strategies; giving presentations and responding to high volume and time-sensitive emails; drafting and creating templates for all jury correspondence; providing guidance on conducting research and composing reports on juror communication strategies and creating reports containing data analysis on juror engagement. The preferred candidate must possess excellent written, interpersonal communication, public speaking, and problem-solving skills and have the ability to teach others in a formal presentation setting both in-person and virtually. Previous experience in management, outreach and community engagement is crucial for this role.

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 cover letter and resume by email to bxchr@nycourts.gov or by mail to:

Honorable Ischia Bravo
Commissioner of Jurors/Bronx County Clerk
851 Grand Concourse, Room 118
Bronx, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: May 10, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 2, 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.