



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36418

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 supervise the Record Room/Facilities in Bronx County and is responsible for overseeing the organization, preservation, and accessibility of all official County Clerk related records. The Supervisor will lead a team to coordinate all aspects of records management and transfers/pick-ups, including the development and implementation of related policies and procedures and oversight of facility issues with DCAS/OCA. The responsibilities of this position include but are not limited to: managing the daily operations of the Record Facilities; developing/implementing records management policies; coordinating the digitization of paper records; ensuring proper classification and indexing of all records, physical and digital; arranging the transportation of documents and materials within offices; safeguarding sensitive information during records requests; conduct regular audits of records to verify compliance; acting as a point of contact for staff, the public, and external agencies; identifying opportunities for system improvements and process enhancements as applicable laws are modified, maintaining detailed documentation of all records management policies, procedures and replenishment of supplies as required; conducting audits to ensure regulatory compliance with the law; and working with Department of Citywide Administrative Services/Office Court Administration and staff to update/follow up on the archibus ticketing system to ensure effective completion of departmental repairs and procedures.

Preference will be given to those with managerial and regulatory experience, as well as excellent organizational, communication, and leadership skills. The ability to read and understand complex technical material and write clear, concise prose is crucial. This position will require occasional travel to offsite agencies and storage locations.

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: September 6, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 4, 2024

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