



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36420

POSITION TITLE: PRINCIPAL MANAGEMENT ANALYST **JG:** 30

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$119,638 + 4,775 Location Pay

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Management Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Principal Management Analysts are responsible to the Director of the Office of Court Administration (OCA), or to other court administrators and administrative judges for supervising a staff of analysts involved in confidential research, analysis, planning and policy formulation related to a specific functional or operational area of court administration and management. Principal Management Analysts also direct special ad hoc projects that entail coordinating the work of court analysts working in a number of different OCA units and perform other related duties. Principal Management Analysts are expected to be specialists in a specific substantive or functional area, such as Family, Criminal, or Civil Courts, or statistical systems analysis.

ASSIGNMENT: Under the supervision and reporting directly to the County Clerk, the Administrator is an executive level position serving in a confidential capacity responsible for managing a multifaceted portfolio of administrative and operational areas. These areas include, but are not limited to, the supervision and management of the human resources, fiscal operations, and facilities management units of the Office of the Bronx County Clerk (OBCC). In addition, the Administrator is responsible for the monitoring of all legal, procedural, and rule changes affecting OBCC operations, and for the compliance and staff training of such changes (including the development of standard operating procedures, distribution of training materials, and effective communication and oversight). The position will serve as a liaison to all stakeholders, partners, and interested parties, including outside government agencies, as designated by the County Clerk. The Administrator will provide project management support and supervision to various in-house staff teams as well as external working groups to ensure the County Clerk's commitment to operational and public service excellence is met.

Some of the specific areas of oversight include (but are not limited to): recruitment, on-boarding, training, employee performance evaluation, and employee relations and compliance. Additionally, performing daily financial transactions, payment center management and oversight, budget preparation and management, purchasing and vouchers oversight, Statewide Fiscal System (SFS) activities, and accounting, banking, and audit duties. Further, overseeing the maintenance of the physical office environments and ensuring compliance and safety measures are being followed, and liaising with all stakeholders relating to facilities management. Candidates with extensive knowledge of the County Clerk Operating System (CCOS), Peoplesoft System, Statewide Financial System (SFS), Kronos, Universal Budget System (UBS), Jury Management System (JMS2) and knowledge and understanding of the operational requirements of the overall County Clerk operations are preferred.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 16, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 14, 2024

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