



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 36422

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 serve as the Human Resources Director for the Bronx County Clerk's overall function reporting directly to the Administrator of the office. Duties include but are not limited to: maintaining file integrity and confidentiality and recording daily attendance; collaborating with departmental supervisors to manage KRONOS systems and update payroll, advising employees on the interpretation of human resources policies, updating employee information in HRIS systems; supervising time management and the leave request process; coordinating the interview process, appointments, meetings, and manage calendars, maintaining and updating HR files, acting as a liaison with centralized HR units; reviewing documents for accuracy and compliance, auditing and correcting transactions in the HRIS system, coordinating training and orientation sessions, monitoring HR and union-related updates to programs and procedures; and drafting the HR Manual and keeping the executive team updated on trends, changes, and staff policies.

Preference will be given to candidates with managerial and regulatory experience, as well as those exhibiting excellent organizational and communication skills, and the ability to work independently. The capacity to read and understand complex technical material and write clear, concise prose is crucial. Proficiency in Excel is also required to perform daily tasks effectively.

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 27, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 11, 2024

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