



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 36423

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. **Proficiency in Microsoft Office is preferred.****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:** The position serves as the SFS Manager for the Bronx County Clerk's overall function and reports directly to the Administrator of the office. Duties include but are not limited to: reviewing, researching, and evaluating purchase requests; reviewing and monitoring expenditures; assisting with maintaining internal controls and audit processes; ensuring compliance with contracts and regulations for supplier selection; preparing and entering purchase orders in the Statewide Financial System (SFS); preparing and entering a wide variety of accounts payable transactions in SFS; managing supply inventory and replenishment and creating monthly reports of all transactions. Additional responsibilities will involve supporting the executive team in operational matters and special projects, including representing the office at meetings and events.

Preference will be given to candidates with excellent organizational, interpersonal, communication, problem-solving skills and leadership skills. The ability to read and understand complex technical material and write clear, concise prose is crucial. This position requires proficiency in Excel 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:** October 31, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 14, 2024

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