



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 39403

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RICHMOND COUNTY CLERK'S OFFICE IS RECRUITING FOR TWO (2) POSITIONS IN THE COURT ANALYST SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

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**POSITION TITLE:** SENIOR COURT ANALYST JG: 21

**SALARY:** \$73,897 + \$4,775 LOCATION PAY

**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.

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**POSITION TITLE:** COURT ANALYST JG: 18

**SALARY:** \$63,083 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** One year in the Assistant Court Analyst title; **or** Bachelor's degree from accredited college or university and one (1) year of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Court Analysts work under direct supervision, individually or on project teams, performing confidential analysis, research, planning, and other related duties in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration.

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**POSITION TITLE:** ASSISTANT COURT ANALYST JG: 16

**SALARY:** \$56,411 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Assistant Court Analysts provide professional level assistance to Court Analysts and higher-level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

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**LOCATION:** RICHMOND COUNTY CLERK'S OFFICE  
STATEN ISLAND, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** The position will be assigned to the County Clerk Operations Group which consists of functional business units that carry out various duties of the County Clerk such as the Division of Business and Clerk Services and the Division of the County Register. Duties include but are not limited to: examination, processing, and quality control review of various Clerk of

the County and County Register transactions; reviewing all content of Real Property instruments for accuracy and compliance with all relevant statutory regulations and rules; conducting a financial analysis and sign-off of taxes and fee collection requirements; and reviewing digitally created public records to ensure compliance with all e-recording regulations and State records control standards and rules. Preference will be given to candidates with demonstrated hands-on experience and knowledge of the Richmond County Clerk Digital Business Platforms applications including CCOS, RMACS, and the ORCC Land Records System. Attention to detail is an essential for this position.

**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: **2**.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [ORCCApply@nycourts.gov](mailto:ORCCApply@nycourts.gov) or by mail to:

Ronald Arabia  
First Deputy County Clerk  
Office of the Richmond County Clerk  
130 Stuyvesant Place  
Staten Island, New York 10301

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

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**POSTING DATE:** May 31, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 28, 2024

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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.

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