



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 31604

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

LOCATION: SURROGATE'S COURT, BRONX COUNTY

BASE SALARY: \$64,971 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: This position, assigned to the Bronx County Surrogate's Court, serves as the primary lead for the court's digitization records management project, overseeing the conversion, organization, and maintenance of digital records to support operational modernization and improved information accessibility. Additional responsibilities include managing Peoplesoft entries for noncompetitive and competitive appointments; processing FMLA and other leave transactions; and performing budget and financial transactions within the State Financial System (SFS). Duties also include assisting with the interpretation of HR policies, procedures, and forms; organizing special projects such as the Student Aid Program; auditing and entering accounts payable claims, travel transactions, and expense reports in SFS; preparing and tracking purchase orders; coordinating office supply orders; resolving invoice discrepancies; and responding to finance-related inquiries from court leadership, UCS employees, vendors, and the public. The role further involves reviewing proceedings, determining jurisdiction of proper parties, issuing citations to perfect jurisdiction, addressing backlogs, processing payments and receipts, and preparing letters of administration. The position requires proficiency with Peoplesoft, CNG, SFS, ARCHIBUS, and Microsoft Word, Outlook, and Excel.

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 required 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), a resume, and cover letter by email to BXSRPersonnel@nycourts.gov or by mail to:

John J. Hughes Esq.
Chief Clerk
Bronx Surrogate's Court
851 Grand Concourse, Room 327
Bronx, NY 10451-2937

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

POSTING DATE: May 14, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 11, 2026

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.