



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 35602

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

LOCATION: NEW YORK COUNTY CLERK'S OFFICE

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: The role involves assisting the Scanning Department with managing workloads, training agency staff on scanning procedures, performing quality-assurance reviews, and participating in the development and implementation of a long-term digitization strategy for county clerk records. The position also serves in a backup supervisory capacity when required. Additional duties include supporting the Records and Archives departments with scanning activities and the appropriate destruction of court records.

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

Manuel J. Tavarez, Esq.
Administrator
New York County Clerk
60 Centre Street, Room 140M
New York, NY 10007

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

POSTING DATE: May 20, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 17, 2026

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