



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36605

POSITION TITLE: COURT AIDE **JG: 11**

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$43,669 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Successful completion of the eighth grade or the equivalent.

DISTINGUISHING FEATURES OF WORK: Court Aides are responsible for transporting furniture, equipment, and other bulk objects between offices, courtrooms, judges' chambers, and other courthouse locations. Court Aides also perform messenger duties and a variety of routine clerical and other related tasks.

ASSIGNMENT: The Bronx County Clerk's Office is hiring for the position of Court Aide to support office operations. Duties include but are not limited to: processing the daily mail; carrying/delivering files and other items; rearranging office equipment and furnishings; stocking supplies and maintaining inventory; filling case papers; transporting court documents to other locations; operating office machinery; sorting and distributing mail; and performing some data entry and general clerical tasks. Candidates must have the ability to transfer objects that weigh up to fifty (50) pounds and the ability to stand and walk for lengthy periods. Must be able to follow directions and communicate well, and be able to read and write 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 must 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: May 14, 2026

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

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