



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 36606

**POSITION TITLE:** PRINCIPAL COURT ANALYST **JG: 23**

**LOCATION:** BRONX COUNTY CLERK'S OFFICE

**BASE SALARY:** \$84,659 + \$4,920 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year in the Senior Court Analyst title; **or** Bachelor's degree from an accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience. **Preference will be given to candidates with previous management experience, strong analytical ability, clear writing and speaking skills, with experience interacting and addressing large groups.**

**DISTINGUISHING FEATURES OF WORK:** With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

**ASSIGNMENT:** The Bronx County Clerk's office is seeking an analyst to support advanced analytical, operational, and outreach functions within a high-volume, compliance-driven environment. Working in close partnership with the Commissioner of Jurors, Chief Deputy County Clerk, and Director of Outreach, the analyst plays a critical role in overseeing daily jury operations while upholding rigorous standards of professionalism, accuracy, accountability, and statutory compliance.

Responsibilities include but are not limited to conducting in-depth analysis of juror utilization and non-compliance trends; designing and managing complex data collection efforts; evaluating findings; and producing comprehensive, executive-level reports and actionable recommendations. The analyst continuously monitors service performance, diagnoses systemic and geographic participation gaps, develops and maintains data collection and reporting tools, and supports targeted outreach initiatives through standardized correspondence and juror education strategies. Additional duties include preparing detailed reports, training manuals, procedural documentation, and budget and payroll summaries.

The role carries significant operational responsibility across multiple sites, including supervising and training staff, enforcing policies and procedures, and ensuring consistent, high-quality service delivery. Further responsibilities include managing hearings; coordinating with stakeholders conducting juror utilization audits; supporting personnel, purchasing, and training processes; and serving as a primary liaison on sensitive or complex operational issues. The analyst also contributes to strategic planning, delivers formal presentations internally and externally and supports outreach events, with evening and weekend work required.

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