



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 34602

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

LOCATION: RICHMOND COUNTY SURROGATE'S COURT

BASE SALARY: \$76,112 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT: This position will supervise the staff in the cashier's department and support the Division of Financial Management by overseeing all revenue collection and reporting functions for the Surrogate's Court of Richmond County. This position is responsible for managing the court's multiple collection streams, including cash, credit card, and check transactions processed through both UCMS and NYSCEF, and ensuring that all revenue activity is recorded accurately and in compliance with DFM financial controls and guidelines. The incumbent will complete all required daily, weekly, monthly, and annual sole custody reports and reconciliations, review documentation for accuracy and completeness, address discrepancies, and ensure adherence to established fiscal procedures and audit recommendations. This role is essential to maintaining the integrity of the court's revenue operations and ensuring the reliable and secure handling of all funds received by the Surrogate's Court.

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 resume and cover letter by mail to:

RONALD CERRACHIO
CHIEF CLERK
RICHMOND COUNTY, SURROGATE'S COURT
18 RICHMOND TERRACE
STATEN ISLAND, NY 10301

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

POSTING DATE: June 9, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 7, 2026

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