



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 31605

POSITION TITLE: MANAGEMENT ANALYST **JG: 25****LOCATION:** SURROGATE'S COURT, BRONX COUNTY**BASE SALARY:** \$94,386 + \$4,920 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** One year in the Principal Court Analyst title; **or** Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:** Management Analysts are responsible to the court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.**ASSIGNMENT:** This position is assigned to the Financial Unit of the Bronx County Surrogate's Court and is responsible for overseeing all financial operations of the court, including budget management, voucher processing, purchase orders, SFS transactions, and NYSCEF filing. The role includes managing the OneStream budget system to close fiscal years, preparing financial reports, resolving discrepancies, and coordinating with the Finance Division on audits, banking matters, and account variances. It also involves supervising staff, leading training and development to ensure understanding of financial procedures and SFS workflows and working extensively with UCMS and other court systems to process transactions, maintain data integrity, troubleshoot issues, recommend solutions, and support operational decision-making. Additionally, the position serves as a backup to the Human Resources Department by advising employees and managers on HR policy interpretations, managing PeopleSoft entries for appointments, processing FMLA requests, and assisting with time management and leave-related processes.**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) and 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:** July 14, 2026**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 11, 2026

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