



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 34601_Extended

POSITION TITLE: COURT ANALYST**JG: 18****LOCATION:** RICHMOND COUNTY SURROGATE'S COURT**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: This position will support the DJI Satellite Pilot Program in the Richmond County Surrogate's Court. In this role, the analyst will coordinate and maintain schedules, manage case intake for the pilot program, and ensure that all information is accurately tracked and processed. The position also involves collecting and analyzing statistical data, preparing and running reports to support program evaluation, and managing filing and other administrative functions. Additionally, the analyst will serve as a point of contact for program-related inquiries and help ensure the smooth day-to-day operation of the pilot initiative.

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 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 2, 2026**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 27, 2026

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