



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36608

POSITION TITLE: ASSISTANT COURT ANALYST **JG: 16**

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$58,100 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Junior Court Analyst title; **or** Bachelor's degree from an accredited college or university; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Assistant Court Analysts provide professional level assistance to Court Analysts and higher level personnel in the Analyst Series in projects involving personnel administration, resource allocation, budget development and court finance, administration and policy formation. They may perform as part of a project team where they may be assigned entering level professional tasks which, under supervision of a Court Analyst or Senior Court Analyst, are designed to enhance the professional growth of the employee.

ASSIGNMENT: The Bronx County Clerk's Office is seeking an Administrative Support Associate. This role requires maintaining confidentiality, handling sensitive records in compliance with applicable policies, providing strong customer service, and managing email, phone, and in-person inquiries while performing detailed administrative work to ensure accurate processing, compliance, and the secure handling of documents. Duties include, but are not limited to:

- Working with a high-volume of people and having the ability to articulate ideas and information in a clear and professional manner.
- Completing the U.S. Passport Acceptance Examination and required passport training.
- Tracking, logging, and processing all incoming and outgoing mail.
- Drafting and editing professional letters and communications; responding to high-volume email and public/stakeholder inquiries in person.
- Organizing and maintaining documentation according to deadlines and compliance with legal and regulatory requirements.
- Creating reports and updating Excel spreadsheets, preparing materials for submission to leadership and external partners.
- Reviewing requests to ensure all responses follow departmental procedures.
- Assisting in outreach and program logistics, including creating materials (e.g., Canva) and attending events.
- Training and supporting staff in documentation requirements, and completion of forms

Preference will be given to candidates who have previous administrative experience working with a high volume of people, as well as exceptional writing and interpersonal skills. The ability to use Microsoft Office Applications is 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) and a cover letter and resume by email to 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: July 15, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 12, 2026

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