



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 39602

THE RICHMOND COUNTY CLERK'S OFFICE IS RECRUITING FOR (2) POSITIONS IN THE ANALYST SERIES. THESE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: SENIOR COURT ANALYST JG: 21

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

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.

POSITION TITLE: COURT ANALYST JG: 18

BASE SALARY: \$64,971 + \$4,920 LOCATION PAY

QUALIFICATIONS: One year in the Assistant Court Analyst title; or Bachelor's degree from an 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.

POSITION TITLE: ASSISTANT COURT ANALYST JG: 16

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

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 position will be assigned to the County Clerk Operations Group, the Records Management Unit, and or the Mail Processing Unit. Specific duties may include but are not limited to the examination and processing of judgments and liens for docketing and filing; processing business certificates, judgments of divorce, notaries, veteran certificates, as well as certifications and exemplifications; processing passport applications and providing administrative support by maintaining the required record reports; providing records management duties including the review, indexing, scanning, and quality control of Country Clerk documents and processing the receipt and distribution of all incoming mail including the logging of all checks and packages for tracking and record keeping purposes.

LOCATION: RICHMOND COUNTY CLERK'S OFFICE
130 STUYVESANT PLACE, STATEN ISLAND, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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: 2.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form which can be found on the web at www.nycourts.gov/careers/UCS5.pdf and a resume with a cover letter in a PDF format ONLY (pictures and cell phone attachments will not be opened) by email to ORCCapply@NYcourts.gov or by mail to:

Ronald Arabia
Chief Deputy County Clerk
Office of the Richmond County Clerk
130 Stuyvesant Place
Staten Island, New York 10301

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

POSTING DATE: July 13, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 10, 2026

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
