



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 31602

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

**LOCATION:** SURROGATE'S COURT, BRONX COUNTY

**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:** Under the supervision of the Chief Clerk and Deputy Chief Clerk, the Senior Court Analyst will exercise independent judgment, provide analytical support across multiple operational areas, and contribute to administrative efficiency within the court. The Senior Court Analyst will be responsible for supporting and backing up the employees in maintaining and updating the court's public-facing website and overseeing the integrity and functionality of all Omni Forms used by the court. The incumbent will provide backup coverage and administrative support to Human Resources, including oversight of daily time and attendance reporting and working collaboratively with court leadership to analyze and coordinate staff coverage across multiple departments. The role also includes triaging and reviewing all incoming generic email communications to ensure timely and appropriate distribution to the Chief Clerk, Deputy Chief Clerk, and departmental supervisors. The analyst will assist with drafting, proofreading, and reviewing internal communications and memoranda prior to dissemination and will coordinate the preparation, tracking, and processing of outgoing mail and affidavits of mailing for matters pertaining to administration, guardianship, and probate.

**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 required 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](http://www.nycourts.gov/careers/UCS5.pdf)), a resume and cover letter by email to [BXSRPersonnel@nycourts.gov](mailto: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:** April 21, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 19, 2026

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