



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36606

POSITION TITLE: PRINCIPAL COURT ANALYST **JG: 23**

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$84,659 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Court Analyst title; **or** Bachelor's degree from an accredited college or university and three (3) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Principal 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, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

ASSIGNMENT: This position will support and enhance operational performance by advancing analytics, reporting, and outreach functions, while overseeing daily jury operations and ensuring compliance with all statutory requirements. Duties include but are not limited to: conducting in-depth analysis of juror utilization and non-compliance trends; designing and managing complex data collection efforts; evaluating findings and producing comprehensive, executive-level reports and actionable recommendations; continuously monitoring service performance, diagnosing systemic and geographic participation gaps; developing and maintaining data collection and reporting tools and supporting targeted outreach initiatives through standardized correspondence and juror education strategies; preparing detailed reports, training manuals, procedural documentation, and budget and payroll summaries; and supporting county clerk operations.

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 bxchr@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: May 12, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 9, 2026

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