



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1407

POSITION TITLE: CHIEF RECORDS OFFICER **JG: NS**

LOCATION: OCA DIVISION OF PROFESSIONAL AND COURT SERVICES
RECORDS MANAGEMENT OFFICE

BASE SALARY: Salary Determined Upon Successful Candidates Qualifications and Experience

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and eight (8) years of records management or related administrative experience; **or** Master's degree from an accredited college or university and six (6) years of records management or related administrative experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

The Chief Records Officer works under general direction in the Division of Professional and Court Services. The Chief Records Officer is responsible for the Unified Court System's records management program including developing organizational record management plans and establishing controls for all administrative and court records regardless of format or medium. The Chief Records Officer is also responsible for compliance with records management guidelines, ensuring that all records are preserved in accordance with legal and industry standards, overseeing disaster response and recovery efforts in relation to court records and documents and developing strategic plans for incorporating new technologies and systems in relation to records keeping requirements. The Chief Records Officer will oversee records management staff and work with the courts and agencies within the court system to institute records management plans and policies and perform other related duties.

ASSIGNMENT:

This position has statewide responsibility for the New York State Unified Court System's records management program and will require travel.

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 to:

OFFICE OF COURT ADMINISTRATION
DIVISION OF PROFESSIONAL AND COURT SERVICES
25 BEAVER STREET
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 1, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 23, 2014

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.
