



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 23302

PROMOTIONAL OPPORTUNITY

POSITION TITLE: COURT CLERK TRAINING SPECIALIST **JG: 25**

LOCATION: SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

BASE SALARY: \$ 72,285 + LOCATION PAY \$3,697

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** have Four (4) years of experience as a Senior Court Clerk; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Court Clerk Training Specialists are assigned to New York City courts, report to the Chief Clerk or designee, and are responsible for coordinating and developing court specific training programs for Court Clerks. Court Clerk Training Specialists establish training objectives, and develop curricula, manuals, audio visual aides and other materials. Court Clerk Training Specialists analyze the effectiveness of training programs, evaluate the performance of Court Clerks who attend training programs, and perform other related duties.

ASSIGNMENT:

This position will be assigned to the statewide E-Filing Resource Center. The duties include, but are not limited to: developing and conducting training programs related to the New York State Courts Electronic Filing System (NYSCEF), for the bar and law firm staff, as well as judges, County Clerk and court staff, in addition to solving problems raised by, and providing answers to inquiries from, these persons. Applicants should be familiar with the New York Rules of Court, Civil Practice Law & Rules, Criminal Procedure Law, Family Court Act, Surrogate's Court Procedure Act, New York City Civil Court Act and Court of Claims Act, have an in-depth understanding of the operational requirements of these courts and of the County Clerk's Office, and have a thorough working knowledge of NYSCEF and its functionality. In addition, applicants must understand how court rules and operational requirements can be implemented through e-filing and be available to travel throughout New York State. Excellent written and oral communication skills are required, as is the ability to make presentations and teach others.

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 to be determined.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

JEFFREY CARUCCI
STATEWIDE COORDINATOR FOR ELECTRONIC FILING
SUPREME COURT - CIVIL BRANCH, NEW YORK COUNTY
60 CENTRE STREET
NEW YORK, NEW YORK 10007

POSTING DATE: April 2, 2013

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 23, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
