



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 23504

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, with specific concentration on the training of County Clerk and court staff training, both locally at the E-filing Resource Training facility, as well as throughout the state. In this position, applicants must possess excellent written and oral communication skills and the ability to teach others in formal presentations. Applicants must possess an expert and thorough working knowledge of the NYSCEF system and its internal functionality. Applicants must have experience in scheduling, coordinating, and conducting in person and on line training webinars and demonstrations and must be able to solve problems and provide answers in a patient, professional, and courteous manner. Applicants must be able to analyze and understand how traditional courthouse and County Clerk requirements for the processing of cases are applied in e-filed matters and must be familiar with, and have an in-depth understanding of the operational requirements of each court and of the County Clerk's Office in which NYSCEF is or will be in operation. In addition, the applicant must be available to travel throughout New York State.

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 an Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf), 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: August 14, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 4, 2015

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.