



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NASSAU COUNTY

**PLEASE POST
ANNOUNCEMENT NO. 10010**

POSITION TITLE: CHIEF CLERK I **JG:21**

LOCATION: CITY COURT OF GLEN COVE
13 GLEN STREET
GLEN COVE, NEW YORK 11542

BASE SALARY: \$58,298 + **LOCATION PAY:** \$3,697

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's Degree from an accredited college or university and two (2) years of work experience involving managerial responsibilities such as human resource administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or**
Associate's Degree (or completion of 60 college level credits) from an accredited college and four (4) years of work experience involving managerial responsibilities such as human resources administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or**
An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Chief Clerks are the highest ranking non-judicial employees in Supreme and County, City, Family, and Surrogate's Courts. Chief Clerks are responsible to Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and non-judicial case processing activities. Chief Clerks serve in a confidential capacity and supervise subordinate personnel, allocate court resources, prepare annual budget requests, make employee selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Chief Clerk I positions manage courts with new filings, averaged over three years, less than .75% of the statewide total (exclusive of New York City) of Supreme and County Courts or less than 1% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerks I also perform other related duties.

Assignment: The successful candidate's duties shall include, but will not be limited to, managing all aspects of court operations for the city court, acting as courtroom clerk, annual budget preparation, supervising non-judicial personnel and preparing performance evaluations.

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 the same 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 need 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 three (3) months. Position(s) available at the present time: 1.

All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 application for employment form (obtainable at the Court Administration Office, Room 136, Supreme Court Building, Mineola or on the web at <http://www.nycourts.gov/careers/UCS5.pdf>), with a resume to:

PAUL LAMANNA, ESQ., DISTRICT EXECUTIVE
DISTRICT ADMINISTRATION OFFICE, SUPREME COURT
100 SUPREME COURT DRIVE
MINEOLA, NEW YORK 11501

Applicants are encouraged to complete the EEO data collection form.

Posting Date: May 19, 2010 **Applications must be postmarked or received by:** June 9, 2010

The New York State Unified Court System is an equal opportunity employer. Women, minorities, and individuals with disabilities are encouraged to apply.
