



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 10206

POSITION TITLE: COURT CLERK - SPECIALIST **JG: 30**

LOCATION: NASSAU COUNTY COURT

BASE SALARY: \$ 94,366 + LOCATION PAY \$3,697

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Principal Court Clerk, Principal Appellate Court Clerk or Principal Surrogate's Court Clerk title; **or** Admission to the New York State Bar and three (3) years of legal experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Court Clerk-Specialists work in the largest Supreme and Surrogate's Courts that are located in New York City, Appellate Divisions, or in counties with populations exceeding 400,000, where they supervise a staff of Principal Court Clerks and other subordinate personnel who apply expert knowledge to complex problems in special terms, Appellate Divisions, or to particular functional areas of Surrogate's Court. They may also be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

ASSIGNMENT:

The Court Clerk Specialist will work under the direct supervision of the Chief Clerk and work closely with the Supervising Judge, members of the judiciary, and supervise all non-judicial staff in the development, promotion, and maintenance of effective protocols and communication between the various stakeholders involved in the complex process of timely criminal case progression in the county court. The Court Clerk Specialist will coordinate resources, communicate with available Judges throughout the district, closely coordinate with supervising staff from the Commissioner of Jurors Office to ensure the most efficient use of resources and an active progression of cases through the court's TAP and IAS systems with particular attention to those cases which have not received timely disposition. In addition, the Court Clerk Specialist will work with the Administrative Judge, members of the judiciary and other court managers relative to all aspects of court operations and procedures including the facility needs for the court.

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:

PAUL LAMANNA, ESQ., DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501
(516) 493-3001

POSTING DATE: June 13, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 5, 2012

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