POSITION TITLE: COURT CLERK-SPECIALIST JG: 30

LOCATION: NASSAU COUNTY SUPREME COURT

BASE SALARY: $106,274 + $4,200 LOCATION PAY

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: This position is assigned to Nassau County Supreme Court and will be responsible for supervising one or several of the many major Civil Departments such as SCAR, Tax Certiorari, Matrimonial, Foreclosure, Guardianship, Alternative Dispute Resolution, Motion Support, and / or Trial Operations Support. Duties include but are not limited to: assigning court personnel to various parts; supervising and evaluating work of subordinate personnel; implementing changes in procedures and court operations resulting from legislative action or policy formulation; consulting with judges and court administrators; and analyzing and discussing difficult and unusual legal and procedural applications with attorneys. Candidates with strong technical skills and experience with case management are encouraged to apply.

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 24, 2019 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 14, 2019

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