



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 1905 EXTENDED**

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

LOCATION: NEW YORK CITY COURTS (3 POSITIONS AVAILABLE)

BASE SALARY: \$69,507+ LOCATION PAY \$3,555

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: FOUR YEARS IN THE SENIOR COURT CLERK TITLE; 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, 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: KINGS CRIMINAL COURTS, NEW YORK CITY CIVIL COURTS AND NEW YORK CITY FAMILY 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 the same duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment of any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. Position(s) available at the present time 3.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume and a cover letter that indicates the court assignments you are interested in order of preference. **In addition to your resume and cover letter, please submit a writing sample (3 pages maximum) that demonstrates how you would approach drafting a curriculum outline and proposal for the delivery of a training program that accomplishes the goal of orienting clerks who have recently been appointed to work in your court with no prior experience in your particular court.**

LAUREN DESOLE
DIRECTOR OF HUMAN RESOURCES
OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET, ROOM 1056
NEW YORK, NEW YORK 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: MAY 29, 2009 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: JULY 17, 2009

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