EXECUTIVE DIRECTOR, FRANKLIN H. WILLIAMS JUDICIAL COMMISSION  JG: 32

OFFICE OF COURT ADMINISTRATION

$118,435 + $4,200 LOCATION PAY

EXEMPT/CONFIDENTIAL

Admission to the New York State Bar and five (5) years of legal or administrative experience; or Master's degree from an accredited college or university and six (6) years of relevant experience; or an equivalent combination of education and experience.

Under general direction the Executive Director, Franklin H. Williams Judicial Commission, is responsible for implementing the work of the Commission and recommending relevant legislative, administrative and other reforms. This position is responsible for conducting studies, drafting reports, performing staff review of issues, and performing any other related duties that are delegated by the Commission. Duties include, but are not limited to: planning meetings with Administrative Judges, court fraternal organizations and court employees to address issues of concern pertaining to racial and ethnic fairness in the courts; planning and preparing the budget for the Commission; planning seminars and conferences for Judges and court personnel on issues of diversity and race within courts; acting as a liaison to community groups, fraternal organizations within the court, bar associations and judicial appointing authorities; producing and distributing various publications, including newsletter; hosting Diversity Award program honoring individuals and organizations working to promote racial and ethnic fairness; arranging for the drafting of proposals for legislative revisions, new court rules, administrative directives and other changes recommended by the Commission; conducting studies and preparing reports; supervising staff and planning programs. This position requires some travel to judicial districts throughout the state to meet with administrators and/or host conferences.

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.

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 with cover letter to:

Barry Clarke
Chief of Operations
Office of Court Administration
25 Beaver Street, 11th Floor
New York, NY 10004

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 11, 2019

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.