



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 23301

**PROMOTIONAL OPPORTUNITY**

---

**POSITION TITLE:** CASE MANAGEMENT COORDINATOR **JG: 28**

**LOCATION:** SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

**BASE SALARY:** \$ 84,897 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** three (3) years of experience in a court clerical series title.

**DISTINGUISHING FEATURES OF WORK:**

Case Management Coordinators are responsible to judges, Court Clerk-Specialists, or court managers for implementing and supervising case or operations management systems that provide for cases and other court operations to proceed efficiently in compliance with court procedures and applicable rules. The Case Management Coordinator applies court clerical and operational knowledge to enhance case processing efforts, monitors discovery and other deadlines, coordinates the activities of other court personnel, and assists with research, analysis, and planning related to case or operations management issues. The Case Management Coordinator serves as liaison between the judges, the Bar, other court personnel, the Office of Court Administration, and the public, and performs other related duties.

**ASSIGNMENT:**

The duties performed by this position include but are not limited to: managing the statewide e-filing resource center; supervising court clerk and administrative employees handling various courts and case types throughout the state regarding e-filing issues; supervising the development of e-filing training, scheduling and coordinating training; and overseeing day-to-day management of the office.

**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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

JEFFREY CARUCCI  
STATEWIDE COORDINATOR FOR ELECTRONIC FILING  
SUPREME COURT - CIVIL BRANCH, NEW YORK COUNTY  
60 CENTRE STREET  
NEW YORK, NEW YORK 10007

---

**POSTING DATE:** March 13, 2013

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 3, 2013

---

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

---

---