UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 28203

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

LOCATION: SUPREME COURT, RICHMOND COUNTY

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

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: 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: SUPREME COURT, RICHMOND COUNTY - CIVIL TERM

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:

JOSEPH COMO
CHIEF CLERK VI
SUPREME COURT, RICHMOND COUNTY
18 RICHMOND TERRACE - ROOM 303
STATEN ISLAND, NY 10301

POSTING DATE: June 18, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 9, 2012

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