



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT**

Announcement Number: 3010

POSITION TITLE: Chief Clerk I **JG: 21**

LOCATION: Rensselaer City Court
Third Judicial District
62 Washington Street
Rensselaer, NY 12144

BASE SALARY: \$58,298 Annual

CLASSIFICATION: Exempt-Confidential

QUALIFICATIONS: Bachelor's degree from an accredited college or university and two (2) years of work experience involving managerial responsibilities such as human resources administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** an Associate's degree (or completion of 60 college level credits) from an accredited college and four (4) years of work experience involving managerial responsibilities such as human resources administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Chief Clerks are the highest ranking nonjudicial employees in Supreme and County, City, Family, and Surrogate's Courts. Chief Clerks are responsible to Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial case processing activities. Chief Clerks serve in a confidential capacity and supervise subordinate personnel, allocate court resources, prepare annual budget requests, make employee selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Chief Clerk I positions manage courts with new filings, averaged over three years, less than .75% of the statewide total (exclusive of New York City) of Supreme and County Courts or less than 1% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk I also perform other related duties.

ASSIGNMENT: Under the general supervision of the City Court Judges and administrative direction of the District Administrative Judge's Office, the Chief Clerk will be responsible for the supervision of two(2) non-judicial employees. This is the top management position in the Court. This individual will be responsible for the day to day operations of the court which will include; ensure court documents are complete and properly filed and all court records updated. Review all new filings to ensure compliance with laws and procedures and timely schedule of court appearances as well as working in the trial part when necessary. Train staff in work assignments and delegate workload as appropriate. Collect monies, reconcile daily receipts and prepare revenue reports. Prepare court budget on a cyclical basis and monitor expenditures to ensure compliance with the allocations. Prepare statistical reports on a weekly basis, act as a liaison to outside agencies and other community organizations. This individual will assist with Court Facility Projects. Knowledge of DB Master, GroupWise and WordPerfect is preferred. Other duties will be discussed at the time of interview.

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 is 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Carol Schongar, District Executive
Third Judicial District Administrative Judge's Office
40 Steuben Street, 6th Floor
Albany, NY 12207
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

POSTING DATE: October 6, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 28, 2010**

For employment opportunities in the Unified Court System, please go to www.nycourts.gov

The New York State Unified Court System is an Equal Opportunity Employer.
Women, Minorities, and Individuals with Disabilities are encouraged to apply.