UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 30202

POSITION TITLE: COURT CLERK - SPECIALIST **JG:** 30

LOCATION: NEW YORK COUNTY SURROGATE'S COURT

BASE SALARY: $ 94,366 + LOCATION PAY $3,697

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Principal Court Clerk, Principal Appellate Court Clerk or Principal Surrogate`s Court Clerk title; **or** Admission to the New York State Bar and three (3) years of legal experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
Court Clerk-Specialists work in the largest Supreme and Surrogate`s Courts that are located in New York City, Appellate Divisions, or in counties with populations exceeding 400,000, where they supervise a staff of Principal Court Clerks and other subordinate personnel who apply expert knowledge to complex problems in special terms, Appellate Divisions, or to particular functional areas of Surrogate`s Court. They may also be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

ASSIGNMENT:
There are two (2) positions available. One position will be assigned to the Accounting Department and will be responsible for applying expertise in SCPA, EPTL and CPLR to review unusual and complex orders and motions, and for evaluating the work of subordinates, consulting with Judges and attorneys and implementing changes in procedures and court operations.

The second position will be assigned to work on Administration and Miscellaneous proceedings and will be responsible for applying expertise in SCPA, EPTL and CPLR to review unusual and complex orders and motions, and for evaluating the work of subordinates, consulting with Judges and attorneys and implementing changes in procedures and court operations.

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: **2**.

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:

DIANA SANABRIA
CHIEF CLERK VI
NEW YORK COUNTY SURROGATE'S COURT
31 CHAMBERS ST
NEW YORK, NY 10007

POSTING DATE: June 18, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 2, 2012

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