



**UCS-23  
EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**  

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**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
4<sup>TH</sup> JUDICIAL DISTRICT**

PLEASE POST  
ANNOUNCEMENT NO. 4006

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**POSITION TITLE:** District Executive **JG: NS**

**LOCATION:** Fourth Judicial District Administrative Office, Saratoga Springs

**BASE SALARY:** Salary Determined Upon Successful Candidates Qualifications and Experience

**CLASSIFICATION:** Exempt-Confidential

**QUALIFICATIONS:** Master's degree in Public or Business Administration from an accredited college or university and five (5) years of relevant experience; or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** District Executives are the highest ranking non-judicial employees in the District Administrative Judges Offices. District Executives are directly supervised by an Administrative Judge and provide managerial analysis of complex problems. They serve in a confidential capacity and assist the Administrative Judge in managing ongoing administrative duties, oversee special projects, oversee and prepare reports, manage budget and payroll preparation, personnel management and employee relations, deployment of non-judicial personnel and coordination with non-court agencies. District Executives also perform other related duties.

**ASSIGNMENT:** Perform managerial analysis of complex court operations and prepare reports and recommendations; Act as a representative of the Administrative Judge in conferences with court administrators and the Office of Court Administration to resolve managerial issues. Counsel local court administrators in administrative procedures. Review requests for structural changes, new positions and reclassifications from local courts and recommend appropriate action to the Administrative Judge. Supervise administrative and clerical personnel. Supervise budget preparation for all courts and agencies within the jurisdiction. Consult with judges and court administrators regarding court policy, administrative structure, uniform procedures and new initiatives. Serve as liaison with court administrators to resolve administrative problems as directed by the Administrative Judge. Review and analyze statistical reports for compliance with standards and goals, research problems and propose solutions. Review payroll transactions for compliance with Civil Service Law and rules of the Chief Administrator. Research administrative problems, analyze data, prepare reports and recommendations for the Administrative Judge.

**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 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 the same duties. Although a position is available and based 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 (3) 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 the web <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

**Hon. Vito C. Caruso  
4th Judicial District Administrative Judge  
201 Nott Terrace Suite #1  
Schenectady, New York 12305  
518-285-8415**

Applicants are encouraged to complete the EEO Data Collection Form.

**POSTING DATE:** July 7, 2010

**APPLICATION MUST BE POSTMARKED OR RECEIVED BY:** July 28, 2010

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