UCS-23
EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
4TH JUDICIAL DISTRICT

PLEASE POST
ANNOUNCEMENT NO. **4009**

POSITION TITLE: CHIEF CLERK I **JG:** 21

LOCATION: MONTGOMERY COUNTY FAMILY COURT, FONDA, NY

BASE SALARY: $58,298 ANNUALLY

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** 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 non-judicial 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 non-judicial 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: The Chief Clerk ensures all responsibilities for court operations including in-part court activity and back office activity are accomplished. The Chief Clerk is responsible and accountable for all court administrative duties.

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**.

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 A RESUME TO:**

JOANNE B. HAELEN, DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
65 SOUTH BROADWAY, SUITE 101
SARATOGA SPRINGS, NY 12866
518-285-5099

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

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

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