PLEASE POST

EMPLOYMENT OPPORTUNITY

State of New York
UNIFIED COURT SYSTEM
5TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER : 05010

POSITION TITLE:	CHIEF CLERK II	JG: 25
LOCATION:	JEFFERSON COUNTY FAMILY COURT WATERTOWN, NEW YORK	
BASE SALARY:	$72,285 ANNUALLY	
CLASSIFICATION:	EXEMPT-CONFIDENTIAL	

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and three (3) 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. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

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 II positions manage courts with new filings, averaged over three years, between .75% and 1.5% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 1% and 2% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk II also perform other related duties.

ASSIGNMENT:

The position is the Chief Clerk of Jefferson County Family Court. Travel may be required.

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 RESUME TO:

MICHAEL A. KLEIN, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT OFFICE
600 S. STATE STREET, ROOM 300
SYRACUSE, NY 13202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: **SEPTEMBER 22, 2010**

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: **OCTOBER 13, 2010**

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