



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 5204

POSITION TITLE: CHIEF CLERK IV **JG: 32****LOCATION:** FIFTH JUDICIAL DISTRICT
ONONDAGA COUNTY FAMILY COURT**BASE SALARY:** \$ 105,165**CLASSIFICATION:** EXEMPT/CONFIDENTIAL**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and five (5) 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 Clerk IV 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 Clerk IV 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 IV also perform other related duties.

ASSIGNMENT:

Supervises Onondaga County Family Court including administrative, operational, and fiscal responsibilities; reviews workload and staffing assignments and makes adjustments; ensures compliance with rules, policies, and procedures; assists in preparation of annual budget and new position requests; completes performance evaluations; coaches and counsels employees as needed, reviews and approves employees' time cards; interviews and hires new employees; handles unusual and complex case file issues; and interacts with Judges, attorneys, and court users. 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.

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:

MICHAEL A. KLEIN, ESQ., DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
600 SOUTH STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202
(315) 671-2111

POSTING DATE: JUNE 13, 2012**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** JULY 5, 2012

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