PLEASE POST

EMPLOYMENT OPPORTUNITY

State of New York
UNIFIED COURT SYSTEM

5TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: **05902**

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

LOCATION: **HERKIMER COUNTY MULTI-BENCH COURTS**
HERKIMER COUNTY COURT/ HERKIMER SURROGATE'S COURT

BASE SALARY: **$56,057 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. While these are the 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 nonjudicial 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 Courts. Chief Clerk I also perform other related duties.

ASSIGNMENT:

This position is assigned to Herkimer County Court and Herkimer Surrogate's Court. The Chief Clerk of this court functions as the supervising managerial position of these courts. Duties and responsibilities include personnel management and supervision; budget management and control; management of case processing and statistical reporting operations; and a wide range of clerical and managerial duties. Travel is required. Duties will be discussed in greater detail at the time of the interview.

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 three (3) months. Position (s) is 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 state court/agency in a state court building or 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, NEW YORK 13202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: **July 1, 2009**

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: **July 22, 2009**

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