PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
6TH JUDICIAL DISTRICT

UCS - 23

ANNOUNCEMENT NUMBER: 06022

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

LOCATION: **CHEMUNG SURROGATE'S COURT**
Elmira, New York

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 Surrogates Court. Chief Clerks I also perform other related duties.

ASSIGNMENT: This is the supervising managerial position in Chemung County Surrogate's Court. 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.

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 CITY OR COUNTY LEVEL COURT, FROM THE DISTRICT ADMINISTRATIVE OFFICE, OR OUR WEBSITE - http://www.nycourts.gov/careers/UCS5.pdf) AND A RESUME ELECTRONICALLY BY EMAIL TO 6JDHR@COURTS.STATE.NY.US, BY FAX TO (212) 295-4928 OR BY MAIL TO:

KAREN A. AMBROZIK, DISTRICT EXECUTIVE
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NEW YORK 13901
(607) 240-5350

POSTING DATE: October 27, 2010 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 19, 2010

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