



**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

State of New York
UNIFIED COURT SYSTEM
6TH JUDICIAL DISTRICT

Announcement No. **06905** AMENDED

POSITION TITLE: CHIEF CLERK I

JG: 21

LOCATION: OTSEGO SURROGATE'S COURT
Otsego County Office Building, Main St. Cooperstown

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.

DISTINGUISHING FEATURES OF WORK: Chief Clerks are the highest ranking nonjudicial 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 Surrogates Court. Chief Clerk I's also perform other related duties.

ASSIGNMENT: This is the supervising managerial position in the Otsego 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 the same 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. Positions available presently: 1.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A RESUME AND A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY CITY OR COUNTY LEVEL COURT OR FROM THE DISTRICT ADMINISTRATIVE OFFICE OR OUR WEBSITE -

(<http://www.nycourts.gov/careers/UCS5.pdf>) to:

Marcia R. DiRose, Principal Administrative Assistant
Sixth Judicial District Administrative Office
State Office Building, Suite 1501
44 Hawley Street
Binghamton, New York 13901-4466 Telephone (607) 721-8541

DATE OF POSTING: April 15, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 6, 2009

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.