

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT



ANNOUNCEMENT #07012

POSITION TITLE: CHIEF CLERK I **JUDICIAL GRADE:** 21
LOCATION: WAYNE COUNTY SURROGATE'S COURT, LYONS, 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. *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 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 Court. Chief Clerk I positions also perform other related duties.

TYPICAL DUTIES: Chief Clerk I positions assign, monitor, direct, and review the work of court personnel; respond to unusual inquiries from attorneys, parties to court proceedings, and the public, and explain complex procedural requirements. They also take minutes at court proceedings, prepare and annotate court calendars, receive and file summonses, affidavits, indictments, and other legal documents, review petitions for form and accuracy, collect fines, reconcile daily receipts, deposit receipts, prepare reports for monthly disbursements, reconcile bank statements, and prepare administrative reports. A Chief Clerk I must have knowledge of the functions and organization of the Unified Court System and of personnel, budgeting, and other administrative practices and procedures. They must also be familiar with court forms, basic legal terminology, codes and abbreviations. A Chief Clerk I must be able to read legal documents and ascertain any defects in form, content and accuracy and to refer to appropriate documents, books, citations or other sources in order to respond to specific questions from attorneys, litigants and the general public. They must have the ability to identify problems and recommend solutions; establish procedures to monitor or regulate activities; to train, supervise, and coordinate the activities of subordinate staff; and to interpret policies, statutes, rules and regulations and adapt them to specific instructions and directives.

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* 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:

NYS SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE, 99 EXCHANGE BLVD
ROOM 161, HALL OF JUSTICE
ROCHESTER, NEW YORK 14614-2184

Fax # (585) 784-4231

E-MAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us

Applicants are encouraged to complete an EEO Data Collection form UCS-19X.

DATE OF POSTING:
August 25, 2010

APPLICATIONS MUST BE POSTMARKED BY:
SEPTEMBER 15, 2010

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