



PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07014

POSITION: CHIEF CLERK II

JUDICIAL GRADE: 25

LOCATION: STEUBEN COUNTY SUPREME AND COUNTY COURTS, BATH, NEW YORK

BASE SALARY: \$72,285 ANNUALLY

CLASSIFICATION: EXEMPT - CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and three (3) years of work experience involving managerial responsibilities such as human resources administration, budget preparation and review of documents for compliance with policies, rules, & procedures; **OR** An equivalent combination of education and experience. **While these are minimum qualifications for this title, consideration may be given to education & experience directly related to the assignment.**

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 II positions manage courts with new filings, averaged over three years, between .75% and 1.5% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 1% and 2% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk II's also perform other related duties.

TYPICAL DUTIES: This position will also serve as the Commissioner of Jurors for Steuben County. In the role of Commissioner of Jurors, the individual is responsible for providing qualified grand and trial jurors to the courts. They serve in a confidential capacity supervising activities of qualifying, summoning, non-compliance enforcement, impaneling, and assigning individuals to serve as jurors as provided by the Judiciary Law and other laws, rules, and regulations. Chief Clerk II positions must have the knowledge of the functions and organization of the Unified Court System and the ability to interpret policies, statutes, rules and regulations and adapt them to specific instructions and directives. Typical duties include, but are not limited to supervising a large staff of nonjudicial personnel in the court; consulting with judges and court administrators to develop court policy, administrative structure, uniform procedures and new programs; preparing the annual court budget; and assigning, monitoring, directing and reviewing the work of court personnel. They also receive and file summonses, wills, affidavits, indictments, and other legal documents and review petitions for form and accuracy; answer telephone and in-person inquiries and provide assistance to attorneys, parties to court proceedings and the public; and collect statistics and prepare periodic reports.

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:

September 29, 2010

APPLICATIONS MUST BE POSTMARKED BY:

OCTOBER 20, 2010

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