



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 8203

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

**LOCATION:** 8<sup>TH</sup> JUDICIAL DISTRICT  
ALLEGANY COUNTY FAMILY COURT

**BASE SALARY:** \$ 58,298

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** 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 or university 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 also perform other related duties.

**ASSIGNMENT:**

The appointee to this position will manage the court operations for the Allegany County Family Court to include overseeing case processing, personnel and budget related 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.

**APPLICATION PROCEDURES:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

MARIE VILLARI - PRINCIPAL ADMINISTRATIVE ASSISTANT  
8<sup>th</sup> JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
92 FRANKLIN STREET  
BUFFALO, NY 14202  
(716) 845-2505

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**POSTING DATE:** June 13, 2012

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 5, 2012

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

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