EMPLOYMENT OPPORTUNITY ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

PLEASE POST
ANNOUNCEMENT NO. 09022

POSITION TITLE: **CHIEF CLERK IV** **JG-32**

LOCATION: **ORANGE SUPREME & COUNTY COURT**
255 MAIN STREET
GOSHEN, NEW YORK 10924

BASE SALARY: **$105,165 + $1,848 LOCATION PAY**

CLASSIFICATION: **EXEMPT- CONFIDENTIAL**

QUALIFICATIONS: Bachelor`s degree from an accredited college or university and five (5) 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 Clerk IV 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 Clerk IV serve in 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 IV positions manage courts with new filings, averaged over three years, more than 3% of the statewide total (exclusive of New York City) of Supreme and County Courts or more than 4% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk IV also perform other related duties.

ASSIGNMENT: Manages, through subordinate supervisors, the clerical and professional personnel of the largest and most complex courts in the state; Represents the court in discussions with other agencies; Manages and coordinates the annual budget preparation and submission; Coordinates the nonjudicial administration of the court, working with Deputy Chief Clerks and others to ensure consistent and efficient application of all policies and procedures; Manages, through subordinate supervisors, the deployment of staff; Consults with multiple judges and court administrators to develop court policy, administrative structure, uniform procedures, and new programs; Manages court operations to ensure the optimal utilization of resources; Implements policies and procedures; Interviews candidates for promotion and hire; Assigns work, plans and coordinates work schedules, establish completion dates, checks work, trains and supervises subordinate staff, and evaluates their performance, develops work performance standards and checks for compliance with instructions and procedures; Responds to unusual inquiries from attorneys, parties to court proceedings, and the public, and explains complex procedural requirements; Ensures that minutes are taken at court proceedings; Receives and files legal documents and reviews for form and accuracy; Supervises the preparation and annotation of court calendars; Review statistics and prepares ad hoc 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. 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 3 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 ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT http://www.nycourts.gov/careers/ucs5.pdf) AND RESUME BY E-MAIL TO 9JDemploymentapps@nycourts.gov OR BY MAIL TO:

HONORABLE ALAN D. SCHEINKMAN
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: AUGUST 4, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: AUGUST 25, 2010**

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