POSITION TITLE: CHIEF CLERK IV  JG: 32

LOCATION: SUFFOLK COUNTY SUPREME COURT

BASE SALARY: $118,435 + $4,200 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 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 IV also perform other related duties.

ASSIGNMENT: This is the supervising managerial position in Suffolk County Supreme Court. Duties and responsibilities include personnel management and supervision; budget management and control; management of case processing and statistical reporting operations; meeting with staff to ensure compliance with rules, policies and procedures; consulting with Judges and court administrators to develop policy, procedures and new programs and a wide range of other clerical and managerial duties. Travel may be required.

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: 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:

WARREN G. CLARK ESQ.
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE JUDGE’S OFFICE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 21, 2019  APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 13, 2019

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