



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 27608

PROMOTIONAL OPPORTUNITY

POSITION TITLE: CASE MANAGEMENT COORDINATOR **JG: 28****LOCATION:** SUPREME COURT- CIVIL TERM, QUEENS COUNTY**BASE SALARY:** \$84,897 + \$3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** Three years of experience in a court clerical series title.**DISTINGUISHING FEATURES OF WORK:**

Case Management Coordinators are responsible to judges, Court Clerk-Specialists, or court managers for implementing and supervising case or operations management systems that provide for cases and other court operations to proceed efficiently in compliance with court procedures and applicable rules, including NYSCEF. The Case Management Coordinator applies court clerical and operations knowledge to enhance case processing efforts, monitors discovery and other deadlines, coordinates the activities of other court personnel, and assists with research, analysis, and planning related to case or operations management issues. The Case Management Coordinator serves as liaison between the judges, the Bar, other court personnel, the Office of Court Administration, and the public, and performs other related duties.

ASSIGNMENT:

There are currently 2 positions available, both assigned to the Civil Term Operations Office. Responsibilities include but are not limited to the oversight of civil term inventories, and the use of multiple computer programs and databases including CCIS and CMS. Under the supervision of the Court Clerk Specialist, Case Management Coordinators review inventories, calendar matters for status conferences, etc.

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: 2.

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:

TAMARA KERSH
CHIEF CLERK VII
SUPREME COURT - CIVIL TERM, QUEENS COUNTY
88-11 SUTPHIN BOULEVARD
JAMAICA, NY 11435

POSTING DATE: October 7, 2016**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 31, 2016

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