



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 3505

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SURROGATE'S COURT CLERK **JG: 18**

LOCATION: 3rd JUDICIAL DISTRICT
ALBANY COUNTY SURROGATE'S COURT

BASE SALARY: \$ 51,783

CLASSIFICATION: PROVISIONAL*

QUALIFICATIONS: Two years of competitive service in any title in the Unified Court System.

***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

DISTINGUISHING FEATURES OF WORK:

Surrogate's Court Clerks work in Surrogate's Courts in counties with populations exceeding 400,000 where they perform duties relating to probate, administration, accounting and other functional areas. Surrogate's Court Clerks accept and review petitions and other legal documents for accuracy, completeness and sufficiency; supervise Court Assistants and other office clerical personnel engaged in processing Surrogate's Court papers and perform related duties as assigned.

ASSIGNMENT:

This position will be responsible for supervising subordinate staff and providing assistance with day-to-day operations.

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:

BARBARA DIAMOND - HUMAN RESOURCES
THIRD JUDICIAL DISTRICT OFFICE
2500 POND VIEW, SUITE 210
CASTLETON-ON-HUDSON, NY 12033

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 13, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 4, 2015

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
