UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4516

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

LOCATION: 4th JUDICIAL DISTRICT
FULTON COUNTY SURROGATE'S COURT

BASE SALARY: $ 60,650

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: 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 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:
This is the supervising managerial position in Fulton County Surrogate's Court. Duties and responsibilities include personnel management and supervision; budget management and control; management of case processing and statistical reporting operations; and a wide range of clerical and managerial 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: 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:

JOANNE B. HAELEN
DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
65 SOUTH BROADWAY, SUITE 101
SARATOGA SPRINGS, NY 12866
518-285-5099

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 17, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 9, 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.