



**PLEASE POST**

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
3<sup>RD</sup> JUDICIAL DISTRICT**

**Announcement Number: 3011**

**POSITION TITLE: Chief Clerk III**

**JG: 28**

**LOCATION:** Ulster County Supreme and County Courts  
Third Judicial District  
Ulster County Courthouse  
285 Wall Street  
Kingston, NY 12401

**BASE SALARY: \$84,897 Annual**

**CLASSIFICATION: Exempt-Confidential**

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university 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 Clerk III 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 III 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 III positions manage courts with new filings, averaged over three years, between 1.5% and 3% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 2% and 4% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk III also perform other related duties.

**ASSIGNMENT:** Under the general supervision of the Supreme and County Court Judges and the administrative direction of the District Administrative Judge's Office, the Chief Clerk will be responsible for the supervision of 14 non-judicial employees which include part clerks, back office support staff and court reporters. This is the top management position in the Court. This individual will be responsible for the day to day operations of the court which will include but not limited to: Ensure court documents are complete and properly filed and all court records are updated. Review all new filings to ensure compliance with laws and procedures and timely schedule of court appearances as well as working in the trial part when necessary. Train staff in work assignments and delegate workload as appropriate. Prepare the court budget and monitor expenditures to ensure compliance with the allocations. Prepare statistical reports on a weekly basis, act as a liaison to outside agencies and other community organizations. Knowledge of databases, GroupWise and WordPerfect is preferred. Other duties will be discussed at the time of interview.

**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 is 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Carol Schongar, District Executive  
Third Judicial District Administrative Judge's Office  
40 Steuben Street, 6<sup>th</sup> Floor  
Albany, NY 12207  
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

**POSTING DATE: October 13, 2010 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 4, 2010**

For employment opportunities in the Unified Court System, please go to [www.nycourts.gov](http://www.nycourts.gov)

The New York State Unified Court System is an Equal Opportunity Employer.  
Women, Minorities, and Individuals with Disabilities are encouraged to apply.