



**PLEASE POST**

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

UCS-23

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

**Announcement Number: 3017**

**POSITION TITLE: Chief Clerk III**

**JG: 28**

**LOCATION:** Rensselaer County Family Court  
Third Judicial District  
Rensselaer County Courthouse  
80 Second Street  
Troy, NY 12180

**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 Family Court Judges and the administrative direction of the District Administrative Judge's Office, the Chief Clerk will be responsible for the supervision of a staff of 18 non-judicial employees. This is the top management position in the Court. In consultation with the judges and court administrators, this position will develop court policy, procedures and new programs. Ensures all court documents are complete and properly filed and court records are updated. Coordinates the smooth operations of the court parts and the Support Magistrates part. Prepares statistical reports concerning caseload activity, prepare court budgets on a cyclical basis and monitors expenditures to ensure compliance with the allocations. Acts as a liaison to outside agencies such as the Probation Department, Department of Social Services and various community organizations. Responds to inquiries from lawyers, the public, parties to proceedings and explains the complex procedural requirements. Knowledge of databases, GroupWise and WordPerfect are preferred. Additional 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: December 8, 2010**

**APPLICATIONS MUST BE POSTMARKED BY: December 30, 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.