PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07013

POSITION TITLE: ASSOCIATE COURT CLERK **JUDICIAL GRADE:** 23

LOCATION: NEW YORK STATE COURTS AND AGENCIES WITHIN MONROE COUNTY, HALL OF JUSTICE, ROCHESTER, NY

BASE SALARY: $64,834 ANNUALLY

CLASSIFICATION: COMPETITIVE/ PROVISIONAL - **Applications received from this announcement will be used to fill any temporary and/or provisional vacancies that may occur in this title, in the location noted above, during the next six (6) months -- and only in the event that an appointment from a civil service list cannot be made. The examination for this title is given on a promotional basis only**.

QUALIFICATIONS: One (1) year of permanent competitive class service in the Court Clerk, Senior Court Clerk, Surrogate's Court Clerk or Senior Surrogate's Court Clerk titles; **OR** A Bachelor's degree from an accredited college or university and one year of relevant work experience; **OR** An equivalent combination of education and experience. *While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.*

DISTINGUISHING FEATURES OF WORK: Associate Court Clerks work as supervisors of a staff of part clerks and other personnel, review complex or unusual documents for legal-technical sufficiency, or supervise one or more units of employees engaged in clerical support activities. Associate Court Clerks may also work as part clerks in a multi-part complex where, in addition to being responsible for the operation of their own part, they supervise the Senior Court Clerks assigned to several other parts. Associate Court Clerks may be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

TYPICAL DUTIES: Associate Court Clerks plan and coordinate work schedules, assign work and establish completion dates, as well as monitor and review work to ensure compliance with instructions and procedures. They also accept and examine court documents such as Notes of Issue, motions, orders, petitions, and applications, to ensure accuracy and completeness, along with interpreting orders, decisions, judgments, pleadings, motions, and supporting papers, in order to determine the directives of Judges and the applications and reliefs sought by attorneys and litigants. Associate Court Clerks respond to oral inquiries from attorneys, parties to the case, or the general public, concerning documents and forms that do not comply with law, rule, or procedure. They also handle complaints and resolve problems of attorneys, parties to the case, judges and the general public. Associate Court Clerks must have knowledge of court forms, documents, procedures and policies in the court of assignment, along with knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR), Criminal Procedure Law (CPL), Penal Law (PL), Family Court Act (FCA), and Judiciary Law.

ASSIGNMENT: Permanent, competitive class service in one of the following titles: Court Clerk, Senior Court Clerk, Surrogate's Court Clerk or Senior Surrogate's Court Clerk is preferred.

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242,* ***prior to the interview.*** 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 www.nycourts.gov/careers/UCS5.pdf), and a resume to:

NYS SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
ROOM 161, HALL OF JUSTICE
ROCHESTER, NEW YORK 14614-2184

Fax # (585) 784-4231

E-MAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us

Applicants are encouraged to complete an EEO Data Collection Form, UCS-19X

DATE OF POSTING:
September 15, 2010

APPLICATIONS MUST BE POSTMARKED BY:
OCTOBER 6, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.