


 EMPLOYMENT
 OPPORTUNITY
 ANNOUNCEMENT

 STATE OF NEW YORK
 UNIFIED COURT SYSTEM
 8TH JUDICIAL DISTRICT

Announcement #08010

POSITION TITLE: CHIEF CLERK II JG: 25
 LOCATION: NORTH TONAWANDA CITY COURT
 216 PAYNE AVE., NORTH TONAWANDA, NY 14120
 BASE SALARY: \$72,285 PER YEAR
 CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and three (3) 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 II positions manage courts with new filings, averaged over three years, between .75% and 1.5% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 1% and 2% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk II also perform other related duties.

ASSIGNMENT: Under the direction of the North Tonawanda City Court Judges and the 8th District Administrative Judge and Administrative Office, the appointee to this position will manage the court operations for the North Tonawanda City Court. The appointee will supervise the clerical staff, screen candidates for clerical positions and evaluate the work product of the non-judicial staff. The appointee will be responsible for overseeing the submission of case statistical reporting information. The appointee will represent the court at meetings with other agencies, manage and coordinate the annual budget preparation and submission, consult with the Judges of the Court and court administrators to develop court policy, administrative structure, uniform procedures and new programs, assign work, plan and coordinate work schedule and establish completion dates.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of the work being performed by persons assigned to this title. They do not include all job duties performed by employees in this 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 .

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:

Marie Villari
 Senior Management Analyst
 8th Judicial District Administrative Office
 Human Resources Unit - 3rd Floor
 92 Franklin St.
 Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.

POSTING DATE: **OCTOBER 7, 2010**

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **OCTOBER 29, 2010**

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. Special arrangements for the disabled may be made by contacting the 8th District Office at (716)845-2505. For more information on career opportunities in the NYS Courts, please visit www.nycourts.gov