


 EMPLOYMENT
 OPPORTUNITY
 ANNOUNCEMENT

 STATE OF NEW YORK
 UNIFIED COURT SYSTEM
 8TH JUDICIAL DISTRICT

Announcement #08013

POSITION TITLE: ASSOCIATE COURT CLERK **JG:** 23
LOCATION: ERIE COUNTY FAMILY COURT
 ONE NIAGARA PLAZA, BUFFALO, NY 14202
BASE SALARY: \$64,834 PER YEAR
CLASSIFICATION: COMPETITIVE/PROVISIONAL - THIS WILL BE A PROVISIONAL
 APPOINTMENT PENDING THE ESTABLISHMENT OF A CIVIL SERVICE LIST

QUALIFICATIONS: One 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 qualification 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.

ASSIGNMENT: The appointee, under the supervision of the Chief Clerk and Deputy Chief Clerk, will be responsible for direct supervision of Petition Processing Department in Family Court, which is responsible for assisting litigants in petition preparation, and overseeing filings of 40,000 petitions each year. Answers inquiries from staff, attorneys, and agencies relative thereto. Responsible for training of staff to accomplish those goals.

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.

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 a resume to:

Marie Villari
 Senior Management Analyst
 8th Judicial District Administrative Office
 92 Franklin St.
 Buffalo, New York 14202

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 Judicial District Administrative Office at (716) 845-2505 prior to the interview. Applicants are encourage to complete an EEO Data Collection Form. For more information on career opportunities in the NYS Courts, please visit www.ny.courts.gov