



UCS-23
PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
8TH JUDICIAL DISTRICT**

ANNOUNCEMENT # 08017

POSITION TITLE: CHIEF CLERK IV JG:32

LOCATION: ERIE COUNTY SURROGATE COURT
92 FRANKLIN STREET
BUFFALO, NEW YORK 14202

BASE SALARY: \$105,165 PER YEAR

CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) 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 IV 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 IV 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 IV positions manage courts with new filings, averaged over three years, more than 3% of the statewide total (exclusive of New York City) of Supreme and County Courts or more than 4% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk IV also perform other related duties.

ASSIGNMENT: Under the direction of the Erie County Surrogate, the appointee will supervise the administrative and clerical staff, screen candidates for administrative and clerical positions and evaluate the work product of the non-judicial staff. The appointee will work closely with the Surrogate and the Chief Court Attorney in developing policies and procedures to continue the process of transforming the court into a technology-oriented, paperless court, with effective case management. The appointee will assist in developing office policies and procedures and in issuing guidelines for implementation; will analyze and prepare written interpretations of statutes and rules for the guidance of judicial and non-judicial personnel. The appointee will be required to exercise extraordinary human resources skills and judgment, working sensitively with a diverse staff of more than twenty individuals in non-lawyer titles, especially during the transition to a technologically-updated court. **A CANDIDATE WITH A LAW DEGREE IS STRONGLY PREFERRED.**

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 the same 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 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 at <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

**MS. MARIE VILLARI
SENIOR MANAGEMENT ANALYST
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 15, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 7, 2011

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
