



PLEASE POST

UCS-23

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

ANNOUNCEMENT # 08019

POSITION TITLE: CHIEF CLERK I **JG:21**

LOCATION: ALLEGANY COUNTY SURROGATE COURT
COURTHOUSE
7 COURT STREET
BELMONT, NEW YORK 14813

BASE SALARY: \$58,298 PER YEAR

CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and two (2) 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** Associate's degree (or completion of 60 college level credits) from an accredited college 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 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 I positions manage courts with new filings, averaged over three years, less than .75% of the statewide total (exclusive of New York City) of Supreme and County Courts or less than 1% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk I also perform other related duties.

ASSIGNMENT: The appointee to this position will manage and supervise the Allegany County Surrogate Court which will include overseeing case processing, fiscal and budget and human resource administration. Duties will include overseeing the Court's caseload management system, responding to inquiries from attorneys and parties to court proceedings and the public, receiving and reviewing legal documents and preparing and annotating court calendars and overseeing the bank reconciliations of court fees.

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 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 www.nycourts.gov/careers/UCS5.pdf) and/or a resume to:

**MARIE VILLARI
SENIOR MANAGEMENT ANALYST
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN ST.
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
