PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09041 AMENDED

POSITION TITLE: **CASE MANAGEMENT COORDINATOR** **JG: 28**

LOCATION: **WESTCHESTER SUPREME & COUNTY COURT**
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

SALARY: **$84,897 + $3,697 LOCATION PAY**

CLASSIFICATION: **NON-COMPETITIVE**

QUALIFICATIONS: Three years of experience in a court clerical series title; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Case Management Coordinators are responsible to judges, Court Clerk-Specialists, or court managers for implementing and supervising case or operations management systems that provide for cases and other court operations to proceed efficiently in compliance with court procedures and applicable rules. The Case Management Coordinator applies court clerical and operations knowledge to enhance case processing efforts, monitors discovery and other deadlines, coordinates the activities of other court personnel, and assists with research, analysis, and planning related to case or operations management issues. The Case Management Coordinator serves as liaison between the judges, the Bar, other court personnel, the Office of Court Administration, and the public, and performs other related duties.

ASSIGNMENT: Monitors case progress to ascertain compliance with case management requirements; Discusses daily court activities such as scheduling of cases, interaction with jury rooms and other areas of court operations, procedures and policies with judges and court administrators; Reviews statistical reports and summaries regarding case management and court operations with court administrators; Monitors scheduling of case conferences, insures notices advising of deadlines and required appearances are generated, acts as liaison between attorneys and the court, assists with resolving problems; Analyze case management or operations data, prepares conclusions and recommendations, and prepares a final written or oral report; Examines court papers in order to determine the directives of Judges and to assist in the implementation of policies and procedures; Prepares written memoranda, letters and reports to Administrative Judges, court administrators, and outside agencies concerning changes in laws, rules, policies and procedures, and correspondence to reply to complaints or problems; Supervises and evaluates the work of subordinate personnel; Researches legal statutes, rules and regulations in order to ascertain compliance with procedures, and to advise on policy formulation; Assists with the preparation of resource materials and training manuals.

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 E-MAIL TO 9JDemploymentapps@nycourts.gov OR 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 RESUME TO:

NANCY MANGOLD
DISTRICT EXECUTIVE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: OCTOBER 27, 2010
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: NOVEMBER 19, 2010

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