



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 9301

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** CHIEF CLERK IV **JG: 32****LOCATION:** NINTH JUDICIAL DISTRICT  
ORANGE COUNTY SUPREME & COUNTY COURT**BASE SALARY:** \$105,165 + \$1,848 LOCATION PAY**CLASSIFICATION:** EXEMPT/CONFIDENTIAL**QUALIFICATIONS:** **Applicants must be currently employed by the NYS Unified Court System; and** 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 also perform other related duties.

**ASSIGNMENT:**

Duties include responsibility for the day to day operations of the court; personnel management, budget preparation, strategic planning, operational planning, records management, database management and logistics; supervision and training of non-judicial staff; reviewing workload and staffing assignments and making adjustments; meeting with staff to ensure compliance with rules, policies, and procedures; completing performance evaluations; interviewing and hiring new employees; handling unusual and complex case file issues; and interacting regularly with Judges, attorneys and court users.

**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.

**APPLICATION PROCEDURES:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

HONORABLE ALAN D. SCHEINKMAN  
ADMINISTRATIVE JUDGE - 9<sup>TH</sup> JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD  
WHITE PLAINS, NY 10601

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**POSTING DATE:** FEBRUARY 22, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** MARCH 15, 2013

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

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