



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 10413

POSITION TITLE: COURT CLERK SPECIALIST **JG: 30**

LOCATION: NASSAU COUNTY SUPREME COURT

BASE SALARY: \$119,638 + LOCATION PAY \$4,775

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Principal Court Clerk, Principal Appellate Court Clerk or Principal Surrogate's Court Clerk title; **or** Admission to the New York State Bar and three (3) years of legal experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Court Clerk-Specialists work in the largest Supreme and Surrogate's Courts that are located in New York City, Appellate Divisions, or in counties with populations exceeding 400,000, where they supervise a staff of principal court clerks and other subordinate personnel who apply expert knowledge to complex problems in special terms, Appellate Divisions, or to particular functional areas of Surrogate's Court. They may also be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

ASSIGNMENT: The assignment is for the most complex clerical duties, supervision and oversight of one or more major departments of the Supreme/County Court, including IDV, Guardianship, Tax Certiorari, Matrimonial, foreclosure, SCAR, Trial Support Office, Court Information Center, ERPO, and/or Commercial Division. Duties include but are not limited to: supervising the daily operations of the unit(s); complex case management analysis; applying legal-technical expertise in specialized areas of the law; the review of the most unusual and complex orders, motions and other documents; implementing changes in procedures and court operations resulting from legislative action or policy formulation; consulting with judges and court administrators; and analyzing and discussing difficult and unusual legal and procedural applications with staff, Judges and attorneys.

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: 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 a resume and cover letter by email to NassauPostings@nycourts.gov or by mail to:

PAUL LAMANNA
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: April 26, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 24, 2024

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.