



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 10423

**PROMOTIONAL OPPORTUNITY**

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

**LOCATION:** NASSAU COUNTY SUPREME COURT

**BASE SALARY:** \$ 107,629 + LOCATION PAY \$4,775

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; and Three years of experience in a court clerical series title.

**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:** The position may be assigned to any of the major clerical departments of the Supreme Court including Trial Management Support, Foreclosure, Tax Certiorari, Matrimonial, Guardianship and/or Motion support, including election law cases and those brought on an emergency basis. Duties include but are not limited to: supervising subordinate staff; consulting with judges and court administrators; and discussing difficult and unusual legal and procedural applications with attorneys. The successful candidate must be able to review and analyze complex orders and judgements for correctness, communicate with the judges, chambers staff, other court staff, attorneys, and litigants.

**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: 2.

**APPLICATION PROCEDURES:** NYS Unified Court System employees 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [NassauPostings@nycourts.gov](mailto:NassauPostings@nycourts.gov) or by mail to:

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

**POSTING DATE:** August 13, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 10, 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.**