



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12403

POSITION TITLE: CHIEF CLERK, COURT OF CLAIMS

JG: NS

LOCATION: COURT OF CLAIMS
ALBANY, NY

BASE SALARY: Salary Determined Upon Successful Candidate's Qualifications and Experience

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and four (4) years of work experience involving managerial responsibilities such as human resource administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** An equivalent combination of education and experience. A law degree is desirable but not mandatory.

DISTINGUISHING FEATURES OF WORK: The Chief Clerk, Court of Claims is the highest ranking nonjudicial employee in the Court of Claims. The Chief Clerk, Court of Claims is responsible for assisting the Presiding Judge in formulating policies and procedures and managing administrative activities. The Chief Clerk, Court of Claims also provides assistance to judges on specific procedural questions and performs other related duties. The Chief Clerk, Court of Claims serves in a confidential capacity and is responsible for managing court operations related to case processing, budget and payroll preparation, deployment and management of nonjudicial personnel, coordination with non-court agencies, and other related duties. A Chief Clerk, Court of Claims is also responsible for the receipt, accounting, and disbursing of public or custodial funds.

ASSIGNMENT: Duties include, but are not limited to: supervising nonjudicial staff and providing assistance on operational, procedural and managerial matters; consulting with the Deputy Chief Administrative Judge for Courts Outside NYC or designated staff, the Presiding Justice and Division Managers in OCA to ensure compliance with court policies, administrative rules, uniform procedures and new initiatives; acting as a representative of the Presiding Judge in conferences with the DCAJ's Office and the Office of Court Administration to resolve managerial and operational issues; supervising budget preparation, the execution of contracts and leases and the handling of personnel matters; representing the Court of Claims before legislative committees and bar associations; reviewing and analyzing statistical reports, researching problems and proposing solutions and researching administrative problems, analyzing data, preparing reports and making recommendations to the DCAJ's Office, the Presiding Justice and OCA.

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 ono-murphy-fax@nycourts.gov or by mail to:

Hon. James P. Murphy
Deputy Chief Administrative Judge's Office
187 Wolf Rd.
Suite 103
Albany, NY 12205

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 1, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 29, 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.