



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1318

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**POSITION TITLE:** DIRECTOR, OCA (E-FILING) **JG: NS**

**LOCATION:** Office of Court Administration - Statewide E-filing Resource Center  
25 Beaver Street, New York, NY

**BASE SALARY:** \$160,000 - \$185,599 + 4,635 Location Pay

**CLASSIFICATION:** Exempt/Confidential

**QUALIFICATIONS:** Master's degree from an accredited college or university in a related field and ten (10) years of relevant experience; or An equivalent combination of education and experience. **Preference will be given to candidates with 6+ years of experience in court administration and the management of electronic case filing.**

**DISTINGUISHING FEATURES OF WORK:** Directors, Office of Court Administration are responsible for implementing policies established by the Chief Administrative Judge and for directing the operations of a Division, with multiple functional areas, within the Office of Court Administration. As part of the executive management team, Directors provide leadership, develop policies and procedures and implement strategic plans and initiatives to effectively manage and improve operations. Directors coordinate operational activities to achieve statewide goals and objectives.

**ASSIGNMENT:** This position will manage the daily operations of the OCA - Division of E-Filing/NYSCEF Resource Center including supervising a large team of analysts and specialists. The successful candidate will be responsible for coordination of the court system's E-Filing program and the continued development, expansion, and refinement of the New York State Courts Electronic Filing System (NYSCEF). This position will also direct the court system's NYSCEF Resource Center, which serves as a statewide help desk and training center for E- Filing. Duties and responsibilities include, but are not limited to: conducting complex business analysis of court and County Clerk procedures; determining internal functionality required to implement processes related to the NYSCEF System; leading the implementation of new procedures and processes; and overseeing the development of training programs related to NYSCEF and other digital/virtual applications.

Applicants must possess management experience, excellent written and oral communication skills, strong public speaking and leadership skills. Candidates should have extensive knowledge of the NYSCEF System, EDDS, VEC Applications, Case Management Systems, and knowledge and understanding of the operational requirements of courts and County Clerk's Offices throughout the state. Extensive travel throughout NYS is required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email [hrrcruiting@nycourts.gov](mailto:hrrcruiting@nycourts.gov) or by mail to:

Nancy Barry  
Chief of Operations  
Office of Court Administration  
25 Beaver Street, 10th Floor  
New York, NY 10004

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

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**POSTING DATE:** March 17, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 14, 2023

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