



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 22304

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

LOCATION: FAMILY COURT, NEW YORK CITY
CITYWIDE

BASE SALARY: \$ 116,156 + \$4,635 LOCATION PAY

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: This position will be assigned to the Juvenile Delinquency (JD) Division and be responsible for citywide operations within the division. Duties include but are not limited to: monitoring citywide JD case inventories, ensuring uniform and efficient citywide operations within the JD division, working with Youth Parts citywide to ensure a seamless transfer of matters to Family Court, implementing any clerical changes within the JD division that are necessitated by new legislation, overseeing the training of court personnel within the JD division, consulting with judges and court administrators, and discussing difficult and unusual legal and procedural applications with attorneys. Additionally, this position will be responsible for overseeing all New York City Family Court technological initiatives including the Court's transition to e-filing with NYSCEF and will assist with citywide data tracking to ensure statutory time lines and goals are met.

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 must submit a completed 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) a resume and cover letter by email to NYCFCHR@nycourts.gov or by mail to:

EUGENE HURLEY
CHIEF CLERK
NEW YORK CITY FAMILY COURT
60 LAFAYETTE STREET
NEW YORK, NEW YORK 10013

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

POSTING DATE: March 24, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 21, 2023

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.