



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 27407

**PROMOTIONAL OPPORTUNITY****POSITION TITLE:** COURT CLERK TRAINING SPECIALIST **JG: 25****LOCATION:** SUPREME COURT, QUEENS COUNTY - CIVIL TERM**BASE SALARY:** \$ 91,642 + LOCATION PAY \$4,775**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** have Four (4) years of experience as a Senior Court Clerk; **or** an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Court Clerk Training Specialists are assigned to New York City courts, report to the Chief Clerk or designee, and are responsible for coordinating and developing court specific training programs for Court Clerks. Court Clerk Training Specialists establish training objectives, and develop curricula, manuals, audio visual aides and other materials. Court Clerk Training Specialists analyze the effectiveness of training programs, evaluate the performance of Court Clerks who attend training programs, and perform other related duties.

**ASSIGNMENT:** The successful candidate will be assigned to Queens Supreme Court- Civil Term which has locations in Jamaica and Long Island City. The Court Clerk Training Specialist will be required to train court clerks working in both locations. Court Clerk Training Specialists coordinate all activities related to the development, delivery and organization of training programs including: designing curricula and instructional materials, identifying faculty for specialized training programs, implementing training schedules and handling program logistics. They are responsible for facilitating training programs to individuals and groups, both in person and through on-line computer-assisted webinars. This position works with court managers to identify training needs and objectives, evaluate existing programs and update program materials and resources. This position requires expert knowledge of the UCMS application. Court Clerk Training Specialists work in collaboration with the HR Training and Professional Development Office and serve as a resource in the development and delivery of training programs. Candidates should be familiar with NYSCEF and various Civil Term Dashboards.

**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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit an 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 [QSCemployment@nycourts.gov](mailto:QSCemployment@nycourts.gov) or by mail to:

TAMARA KERSH  
CHIEF CLERK  
SUPREME COURT - CIVIL TERM, QUEENS COUNTY  
88-11 SUTPHIN BOULEVARD  
JAMAICA, NY 11435

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

**POSTING DATE:** March 21, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 4, 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.