UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 6410

THE 6TH JUDICIAL DISTRICT IS RECRUITING FOR ONE (1) POSITION IN THE CHIEF CLERK SERIES. THE SUCCESSFUL CANDIDATE MAY BE APPOINTED TO THE CHIEF CLERK II (JG-25) TITLE BASED UPON THE APPROVAL OF THE JURY BOARD.

POSITION TITLE:	CHIEF CLERK II	**JG:** 25
	CHIEF CLERK I	**JG:** 21

LOCATION: 6th JUDICIAL DISTRICT
TOMPKINS SUPREME & COUNTY COURTS
AND TOMPKINS COMMISSIONER OF JURORS OFFICE

BASE SALARY: $ 91,642 (JG-25)
$ 73,897 (JG-21)

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor`s degree from an accredited college or university and three (3) years of work experience involving managerial responsibilities such as human resources administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Chief Clerks are the highest ranking nonjudicial employees in Supreme and County, City, Family, and Surrogate's Courts. Chief Clerks are responsible to Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial case processing activities. Chief Clerks serve in a confidential capacity and supervise subordinate personnel, allocate court resources, prepare annual budget requests, make employee selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Chief Clerk I also perform other related duties.

ASSIGNMENT: This is the supervising managerial position in Tompkins Supreme & County Courts. Duties and responsibilities include personnel management and supervision; budget management and control; management of case processing and statistical reporting operations; and a wide range of clerical and managerial duties. With the approval of the Jury Board, this position will also act as Commissioner of Jurors for Tompkins County and will be appointed to the Chief Clerk II (JG-25) title. Commissioner of Juror duties include supervising activities of qualifying, summoning, and impaneling jurors, juror non-compliance enforcement, and preparing juror payrolls.

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), cover letter and resume at https://ww2.nycourts.gov/6jdjobs or mail to:
ALANNA VROMAN
HUMAN RESOURCES
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NY 13901

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

POSTING DATE: March 25, 2024   **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 22, 2024