



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3401

POSITION TITLE: DISTRICT EXECUTIVE **JG:** NS

LOCATION: 3rd JUDICIAL DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: Salary Determined Upon Successful Candidates Qualifications and Experience

CLASSIFICATION: Exempt/Confidential

QUALIFICATIONS: Master's degree in Public or Business Administration from an accredited college or university and five (5) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

District Executives are the highest ranking non-judicial employees in the District Administrative Judges Offices. District Executives are directly supervised by an Administrative Judge and provide managerial analysis of complex problems. They serve in a confidential capacity and assist the Administrative Judge in managing ongoing administrative duties, oversee special projects, oversee and prepare reports, manage budget and payroll preparation, personnel management and employee relations, deployment of non-judicial personnel, and coordination with non-court agencies. District Executives also perform other related duties.

ASSIGNMENT:

Perform managerial analysis of complex court operations and prepare reports and recommendations. Act as a representative of the Administrative Judge in conferences with court administrators and the Office of Court Administration to resolve managerial issues. Counsel local court administrators in administrative procedures. Review requests for structural changes, new positions and reclassifications from local courts and recommend appropriate action to the Administrative Judge. Supervise administrative and clerical personnel. Supervise budget preparation for all courts and agencies within the jurisdiction. Consult with judges and court administrators regarding court policy, administrative structure, uniform procedures and new initiatives. Serve as liaison with court administrators to resolve administrative problems as directed by the Administrative Judge. Review and analyze statistical reports for compliance with standards and goals, research problems and propose solutions. Review payroll transactions for compliance with Civil Service Law and rules of the Chief Administrator. Research administrative problems, analyze data, prepare reports and recommendations for the Administrative Judge.

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 to:

HON. MICHAEL V. COCCOMA
DEPUTY CHIEF ADMINISTRATIVE JUDGE
EMPIRE STATE PLAZA
4 ESP, SUITE 2001
ALBANY, NEW YORK 12223-1450

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: MARCH 5, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: MARCH 26, 2014

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.
