



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 12502

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**POSITION TITLE:** CHIEF CLERK, COURT OF CLAIMS **JG:** NS

**LOCATION:** COURT OF CLAIMS  
ALBANY, NY

**BASE SALARY:** Salary Determined Upon Successful Candidate's Qualifications and Experience

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and four (4) years of work experience involving managerial responsibilities such as human resource administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** An equivalent combination of education and experience. A law degree is desirable but not mandatory.

**DISTINGUISHING FEATURES OF WORK:**

The Chief Clerk, Court of Claims is the highest ranking nonjudicial employee in the Court of Claims. The Chief Clerk, Court of Claims is responsible for assisting the Presiding Judge in formulating policies and procedures and managing administrative activities. The Chief Clerk, Court of Claims also provides assistance to judges on specific procedural questions and performs other related duties. The Chief Clerk, Court of Claims serves in a confidential capacity and is responsible for managing court operations related to case processing, budget and payroll preparation, deployment and management of nonjudicial personnel, coordination with non-court agencies, and other related duties. A Chief Clerk, Court of Claims is also responsible for the receipt, accounting, and disbursing of public or custodial funds.

**ASSIGNMENT:**

Supervises nonjudicial staff and provides assistance on operational, procedural and managerial matters. Consults with the Deputy Chief Administrative Judge for Courts Outside NYC or his designated staff, the Presiding Justice and Division Managers in OCA to ensure compliance with court policies, administrative rules, uniform procedures and new initiatives. Acts as a representative of the Presiding Judge in conferences with the DCAJ's Office and the Office of Court Administration to resolve managerial and operational issues. Supervises budget preparation, the execution of contracts and leases and the handling of personnel matters. Represents the Court of Claims before legislative committees and bar associations. Reviews and analyzes statistical reports, researches problems and proposes solutions. Researches administrative problems, analyzes data, prepare reports and makes recommendations to the DCAJ's Office, the Presiding Justice and OCA.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

Division of Human Resources  
Office of Court Administration  
25 Beaver St., Room 1056  
New York, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**POSTING DATE:** September 1, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 23, 2015

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