



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53510

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

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
ALBANY, NY

BASE SALARY: \$ 98,183

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. Preference will be given to candidates with a law degree.

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 is responsible for the day-to-day operation of the Court's Office of the Clerk of the Court. Duties include, but are not limited to: maintenance and creation of the Court's calendars; assisting the Court with resolution of routine motion practice concerning the Court's docket; ensuring compliance with, and the orderly implementation of, the rules of the Court; advising the Court as to periodic revision and modification of Court rules; correspondence and other communication with counsel and the general public; acting as Office liaison with the Court's legal staff; and daily supervision of Office staff, including scheduling, evaluations and training.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview. 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 cover letter, resume and references by email to AD3-Employment@nycourts.gov or mail:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

POSTING DATE: October 20, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 12, 2015

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