



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1455

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SENIOR COURT CLERK **JG: 22**

LOCATION: NEW YORK CITY COURTS

BASE SALARY: \$77,911 + \$4,775 LOCATION PAY

CLASSIFICATION: PROVISIONAL*

QUALIFICATIONS: Two (2) years of permanent service in any competitive title in the Unified Court System; or a Bachelor's degree from an accredited college or university; or An equivalent combination of education and experience.

***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

DISTINGUISHING FEATURES OF WORK: Senior Court Clerks are assigned to courts in New York City, Nassau County, Suffolk County, and the Ninth Judicial District. Senior Court Clerks serve as part clerks swearing witnesses, polling jurors, maintaining custody of exhibits and keeping court minutes in individual assignment system and other parts. As part clerks, Senior Court Clerks are responsible for the supervision of uniformed court personnel who have peace officer status and who guard prisoners and maintain security in the courtroom. Senior Court Clerks also work in court offices where they supervise Court Assistants and other court personnel engaged in processing prisoner correspondence, reviewing calendaring decisions, motions for sufficiency and preference, and orders for conformance with decisions. Senior Court Clerks may also supervise a full-time branch office of a court staffed by Court Assistants, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and perform other related duties.

ASSIGNMENT: There are currently multiple provisional positions available within New York City, **please complete attached location preference form**. If you accept a provisional appointment, your underlying permanent status will continue to be counted as competitive permanent class service. Additionally, you will have an automatic right to return to your previous permanent title while serving with provisional status. Please direct any questions regarding civil service status to asm@nycourts.gov. Your application and resume will be reviewed to determine your eligibility to be invited for an interview.

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.

APPLICATION PROCEDURES: NYS Unified Court employees 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) a resume, cover letter, and attached location preference form by email to asm@nycourts.gov

POSTING DATE: July 23, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 20, 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.



ELIGIBLE LIST LOCATION PREFERENCE PROVISIONAL COURT CLERK

REV. 7/24

Name: _____ Last 4 digits SSN: _____

Exam Title: _____

Please check only the courts to which you are willing to accept employment.

SUPREME COURTS	CITYWIDE COURTS	COUNTY CLERKS
BRONX CIVIL BRONX CRIMINAL KINGS CIVIL KINGS CRIMINAL NEW YORK CIVIL NEW YORK CRIMINAL QUEENS CIVIL QUEENS CRIMINAL RICHMOND	CIVIL COURT CRIMINAL COURT FAMILY COURT	BRONX KINGS NEW YORK QUEENS RICHMOND

Please note: Not all competitive titles are appointed in all court agencies.

Return completed form:

via email:

via fax: (646) 963-6619 or
(646) 963-6669

via mail: Office of Court Administration
HR Appointments Office
25 Beaver Street, 7th Floor
New York, NY 10004