



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 25508

PROMOTIONAL OPPORTUNITY

POSITION TITLE: CASE MANAGEMENT COORDINATOR **JG: 28**

LOCATION: SUPREME COURT, BRONX COUNTY- CIVIL TERM

BASE SALARY: \$107,629 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** have three years of experience in a court clerical series title.

DISTINGUISHING FEATURES OF WORK: Case Management Coordinators are responsible to judges, Court Clerk-Specialists, or court managers for implementing and supervising case or operations management systems that provide for cases and other court operations to proceed efficiently in compliance with court procedures and applicable rules. The Case Management Coordinator applies court clerical and operations knowledge to enhance case processing efforts, monitors discovery and other deadlines, coordinates the activities of other court personnel, and assists with research, analysis, and planning related to case or operations management issues. The Case Management Coordinator serves as liaison between the judges, the Bar, other court personnel, the Office of Court Administration, and the public, and performs other related duties.

ASSIGNMENT: This position will work under the supervision of the Court Clerk Specialist and be responsible for implementing case or operation management systems. Duties include but are not limited to: coordinating and evaluating the work of subordinate personnel; monitoring case progress to ascertain compliance with case management requirements; consulting with judges and court administrators; and discussing difficult and unusual legal and procedural applications with attorneys.

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: 2.

APPLICATION PROCEDURES: NYS Unified Court System 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) and a cover letter and resume by email to BXSUPCIVHR@nycourts.gov or by mail to:

LAKISHA C. BROWN
CHIEF CLERK VII
BRONX SUPREME COURT - CIVIL TERM
851 GRAND CONCOURSE, ROOM 612,
BRONX, NY 10451

POSTING DATE: February 14, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 14, 2025

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.