



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 30402

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

LOCATION: SURROGATE'S COURT, NEW YORK COUNTY

BASE SALARY: \$ 116,156 + LOCATION PAY \$4,635

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.

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 will be assigned to the Miscellaneous Department. Duties include but are not limited to: applying legal-technical expertise in a specialized area of the law to review unusual and complex petitions, orders, motions and other court pleadings; consulting with judges and court administrators; training staff and supervising day-to-day operations of the department; handling strategic planning and timely responsiveness to changes in the law and in court rules and procedures; coordinating staff assignments; discussing difficult and unusual legal and procedural applications with attorneys and advising as to proper procedure.

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) a resume and a writing sample by email to dsanabria@nycourts.gov or by mail to:

Diana Sanabria
Chief Clerk
Surrogate's Court, New York County
31 Chambers Street, Suite 303
New York, NY 10007

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: January 24, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 21, 2024

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