

New York State Court Clerks Association

170 DUANE STREET • NEW YORK, NY 10013
OFFICE: (212) 941-5700 • FAX: (212) 941-5705

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New York State Court Clerks Title Standards

January 2016

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TITLE: SENIOR COURT CLERK

Effective Date: 10/01/1996
Title Code Number: 9441103
Salary Grade: 21
Jurisdictional Classification: C

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.

TYPICAL DUTIES:

Prepares, calls and annotates the court calendar.

Advises central jury room as to juror requirements; maintains impaneling records; takes juror attendance; polls jurors; swears in jurors; arranges for meals, transportation and lodging for sequestered jurors; administers oaths to witnesses; and maintains custody of exhibits.

Records and maintains records of court proceedings.

Examines court documents to ensure their accuracy, completeness and legal sufficiency.

Contacts attorneys or parties to the case by note, telephone, or letter if submitted documents and forms do not comply with statutes or procedures.

Prepares orders, warrants, decrees, summonses, conditional discharges, violations of probation and other court forms to be submitted to the Judge for signature.

Communicates with outside agencies such as the police, probation, defense attorneys and mental health clinics in order to coordinate the court's activities with said agencies.

Answers telephone and over-the-counter inquires from attorneys, judges, parties to the case, the public and court personnel regarding court procedures and the filing of court documents.

Discusses daily court activities (scheduling of cases, calling of calendar, etc.) with the Judge.

Supervises uniformed court personnel assigned to maintain security in court parts.

Informs the attorneys and parties to the case of the action taken on an order through the use of post cards, the telephone, or by preparing a statement for the Law Journal.

Assists attorneys and parties to the case in moving cases on the calendar by accepting affidavits, notices

of appearance, written consents of guilty pleas, motion papers or other court documents, or otherwise by having all parties ready for the trial or conference.

Interprets orders, decisions, judgments, pleadings and motions to determine the directives of judges and the reliefs sought by attorneys and parties to the case.

Assigns work responsibilities to court personnel and monitors performance.

Makes use of various types of electronic data, word processing, and information processing equipment to obtain, originate, verify or modify information in areas such as case management, document review, or maintenance of court or administrative records.

Gathers the documents pertaining to a case and places these in a file in order to create and maintain an accurate and permanent record of each case.

Compiles statistical information such as the number of cases pending, the number of cases handled by a particular court part or trial term, calendar entries, fines paid, etc., by entering the information on the appropriate statistical tally sheets.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court forms, documents, procedures and policies in the court of assignment.

Knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR), Criminal Procedure Law (CPL), Penal Law (PL), and Family Court Act (FCA).

Knowledge of court procedures such as jurisdiction, venue, service of papers, motions, subpoenas, affirmations, calendar practice, trial procedures, handling evidence, judgments, warrants, indictments, and pleas.

Ability to understand and interpret written material such as laws, rules, regulations, and apply this material in the review of court forms and documents.

Ability to coordinate and monitor work assignments of subordinate personnel.

Ability to communicate directions and information to staff, attorneys and the public either in person or over the phone.

Ability to prepare accurate, coherent, logical and concise written communications in the context of reviewing documents or completing forms and handling correspondence.

Ability to perform mathematical calculations using addition, subtraction, multiplication and division.

Ability to determine appropriate courses of action in handling problems or situations and facilitate their resolution.

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.

TITLE: ASSOCIATE COURT CLERK

Effective Date: 01/06/1986
Title Code Number: 9441136
Salary Grade: 23
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Associate Court Clerks work as supervisors of a staff of part clerks and other personnel, review complex or unusual documents for legal-technical sufficiency, or supervise one or more units of employees engaged in clerical support activities. Associate Court Clerks may also work as part clerks in a multi-part complex where, in addition to being responsible for the operation of their own part, they supervise the Senior Court Clerks assigned to several other parts. Associate Court Clerks may be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

TYPICAL DUTIES:

Plans and coordinates work schedule; assigns work and establishes completion dates; monitors and reviews work for compliance with instructions and procedures.

Accepts and examines court documents such as Notes of Issue, motions, orders, petitions, applications, etc., to ensure accuracy and completeness.

Interprets orders, decisions, judgments, pleadings, motions, and supporting papers, in order to determine the directives of Judges and the applications and reliefs sought by attorneys and litigants.

Assists attorneys and litigants in moving cases on the calendar by accepting affidavits, notices of appearance, written consents of guilty pleas, motion papers or other court documents, or otherwise by having all parties ready for the trial or conference.

Prepares written communications such as memoranda to subordinates to inform them of changes in laws, rules, policies, and procedures and how such changes affect their work, as well as correspondence to outside agencies, lawyers and parties to cases concerning scheduling of cases and court procedures and practices.

Responds to oral inquiries from attorneys, parties to the case, or the general public concerning documents and forms that do not comply with law, rule, or procedure.

Handles complaints and resolves problems of attorneys, parties to the case, judges and the general public in order to ensure the efficient operation of the court and to correct any errors made by subordinate personnel by speaking directly to the complaining party and investigating the problem.

Communicates with outside agencies such as the police, probation, defense attorneys and mental health clinics in order to coordinate the court's activities with said agencies.

Discusses daily court activities such as the scheduling of cases, the calling of the calendar and court procedures with the Judge and court administrators.

Prepares orders, warrants, decrees, summonses, conditional discharges, violation of probation, commitments to prison, commitments for psychiatrist exams, and other documents to be submitted to the Judge for signature.

Prepares the calendar by scheduling a predetermined number of cases in chronological order from date of filing or as requested by the Judge.

Calls the calendar and motions and annotates them in order to dispose of the daily activity.

Advises the central jury room as to jury requirements; records challenges to the jury during jury selection; takes juror attendance, polls jurors, swears in jurors and witnesses and retains custody of exhibits.

Records and maintains records of court proceedings.

Researches legal statutes, rules and regulations in order to review court documents and ascertain compliance with procedures.

Compiles statistical information such as the number of cases pending, the number of cases handled by particular court part, and calendar entries for submission to the Judge, court administrators and outside public agencies.

Handles informal grievances and complaints brought by subordinates.

Advises judges and court administrators about problems and issues concerning court operations.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court forms, documents, procedures and policies in the court of assignment.

Knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR) Criminal Procedure Law (CPL), Penal Law (PL), Family Court Act (FCA), and Judiciary Law.

Knowledge of court procedures such as jurisdiction, venue, service of papers, motions, subpoenas, affirmations, calendar practice, trial procedures, handling evidence, judgments, warrants, indictments, and pleas.

Knowledge of personnel practices and procedures.

Ability to understand and interpret written material such as laws, rules, regulations, and apply this material in the review of court forms and documents.

Ability to coordinate, delegate, monitor and review work assignments of subordinate personnel.

Ability to communicate directions and information to staff, attorneys and the public either in person or over the phone.

Ability to prepare accurate, coherent, logical and concise written communications in the context of reviewing documents or completing forms and handling correspondence.

TITLE: PRINCIPAL COURT CLERK

Effective Date: 01/06/1986
Title Code Number: 9441104
Salary Grade: 26
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Principal Court Clerks work in the largest Supreme, County, Family, and District Courts where they apply extensive knowledge to complex problems related to special term, calendaring, or other special parts. They may also supervise units staffed by Associate Court Clerks and other subordinate personnel, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and perform other related duties.

TYPICAL DUTIES:

Plans and coordinates work schedule; assigns work and establishes completion dates; establishes training procedures and guidelines, trains subordinate staff, and evaluates their performance; recommends candidates for employment or promotion; develops work performance standards and reviews work for compliance with instructions and procedures.

Accepts and examines court documents such as Notes of Issue, motions, orders, petitions, applications, etc., to ensure accuracy and completeness.

Interprets orders, decisions, judgments, pleadings, motions, and supporting papers, in order to determine the directives of Judges and the applications and reliefs sought by attorneys and litigants.

Prepares written communications such as memoranda informing subordinates or changes in laws, rules, policies, and procedures and how such changes affect their work, as well as correspondence to reply to complaints or problems, or to inform attorneys or parties to the case why documents and forms do not comply with applicable statutes or court procedures.

Prepares written memoranda and reports to Administrative Judge and court administrators concerning court operations and management, personnel, budget, and other administrative issues.

Responds to oral inquiries from attorneys, parties to the case, or the general public concerning documents and forms that do not comply with law, rule, or procedure.

Communicates with outside agencies such as the police, probation, defense attorneys and mental health clinics in order to coordinate the court's activities with said agencies.

Handles complaints and resolves problems of attorneys, parties to the case, judges, and the general public in order to ensure the efficient operation of the court and to correct any errors made by subordinate personnel by speaking directly to the complaining party and investigating the problem.

Discusses court activities and operations with the Judge and court administrators.

Researches legal statutes, rules and regulations in order to review court documents and ascertain compliance with procedures.

Reviews statistical reports and summaries regarding case management and court operations with court

administrators.

Handles informal grievances and complaints brought by subordinates.

Checks and verifies employee records such as annual leave, sick leave, overtime, etc., to ensure correctness and compliance with court policy.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court forms, documents, procedures and policies in the court of assignment.

Knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR) Criminal Procedure Law (CPL), Penal Law (PL), Family Court Act (FCA), Judiciary Law, Real Property Actions and Proceedings Law (RPAPL), and Lien Law.

Knowledge of court procedures such as jurisdiction, venue, service of papers, motions, subpoenas, affirmations, calendar practice, trial procedures, handling evidence, judgments, warrants, indictments, and pleas.

Knowledge of personnel, budget and other administrative practices and procedures.

Ability to understand and interpret written material such as laws, rules, regulations, and apply this material in the review of complex and unusual court forms and documents.

Ability to coordinate, delegate, monitor, establish review procedures and review work assignments of subordinate personnel.

Ability to establish training procedures and guidelines for the training of staff.

Ability to communicate directions and information to staff, attorneys and the public either in person or over the phone.

Ability to prepare accurate, coherent, logical and concise written communications in the context of reviewing documents, handling correspondence, or preparing policy, procedural or other administrative documents and memoranda.

Ability to perform mathematical calculations using addition, subtraction, multiplication and division.

Ability to apply knowledge of court operations, policies, procedures, and organization in order to recognize and facilitate solutions to problems.

Ability to utilize appropriate interpersonal skills and methods in guiding subordinates toward task accomplishment.

Ability to determine appropriate courses of action in handling complex problems or situations and facilitate their resolution.

QUALIFICATIONS:

One year of permanent competitive class service in the Associate Court Clerk or Associate Surrogate's Court Clerk titles;

or

A Bachelor's degree from an accredited college or university and two (2) years of relevant work experience;

or

An equivalent combination of education and experience.

TITLE: SENIOR SURROGATE'S COURT CLERK

Effective Date: 10/01/1996
Title Code Number: 9441160
Salary Grade: 21
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Senior Surrogate's Court Clerks work in Surrogate's Courts in New York City and in the Ninth and Tenth Judicial Districts where they perform specialized duties relating to probate, administration, accounting, and other functional areas. Senior Surrogate's Court Clerks accept petitions and other court documents and review them for accuracy, completeness and sufficiency, may serve as assistant to the head of a department, may supervise a functional unit staffed by Court Assistants, court security and other subordinate personnel, and perform related duties as assigned.

TYPICAL DUTIES:

Examines papers, motions, orders, affidavits, petitions, letters of administration, and wills for legal sufficiency by checking the decedent's address and noting signatures, verifications and acknowledgments in accordance with applicable laws and court policies.

Assigns numbers to and indexes various court forms in order to prepare the forms for placement on the calendar.

Answers telephone and over-the-counter inquiries from attorneys and the public in order to provide information regarding the requirements for filing papers by using knowledge of relevant statutes and court policies and procedures.

Advises the public and attorneys regarding the rules and regulations of Surrogate's Court by using knowledge of relevant statutes and court policies and procedures.

Compiles statistical information regarding the status of court proceedings in order to ascertain the efficiency of the court and for submission to the Surrogate and/or court administrators by using daily data cards and entering the information on the appropriate tally sheets.

Prepares decrees, orders, letters, and other legal documents to be submitted to the Surrogate for signature, using knowledge of various court forms and procedures. Issues citations in order to ensure that all interested parties are brought into court to voice any objections by preparing the necessary court form(s), appointing a guardian ad-litem if necessary, and employing a knowledge of the S.C.P.A., the E.P.T.L. and other applicable statutes.

Reviews petitions, orders, decisions, letters of administration, and other legal documents in order to determine if the court has jurisdiction by applying standards which give jurisdiction, such as domicile and geographic location of assets.

Prepares the calendar by scheduling a predetermined number of cases in chronological order from the date of filing, as required by the Surrogate, or as required by the legal time limits through knowledge of court and calendaring procedures.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Surrogate's Court Procedure Act.

Knowledge of the Estates, Powers and Trust Law.

Knowledge of the Real Property Law.

Knowledge of court procedures and policies.

Knowledge of specific legal terminology with regard to orders and decrees.

Knowledge of court forms and legal documents.

Knowledge of the time requirements for citations and of proof of service.

Knowledge of the methods of service of citations, orders of mailing and publication, notice of probate and of waivers and consents.

Knowledge of Civil Practice Laws and Rules.

Knowledge of the oath, admonition and affirmation administered in a given jurisdiction.

Knowledge of the court's calendaring procedures.

Knowledge of the schedule of filing fees for Surrogate's Court.

Knowledge of the rules and regulations governing the jurisdiction of Surrogate's Court.

Knowledge of the courts record-keeping system.

Knowledge of the Police Department's procedures concerning property seized from a decedent.

Ability to perform basic mathematical calculations, using addition, subtraction, multiplication and division.

Ability to interpret the law and understand its application to the filing of court papers and legal documents.

Ability to read multi-page legal documents and ascertain any defect in form, content or accuracy.

Ability to write clearly, legibly, and concisely.

Ability to explain court procedures to laypersons and attorneys.

Ability to determine if service is timely and proper.

Ability to reference the appropriate source in order to respond to specific questions.

Ability to interact with subordinate personnel.

Ability to assign work tasks to subordinate personnel based on the current available staff and the time required to complete the responsibilities.

QUALIFICATIONS:

Two 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.

TITLE: ASSOCIATE SURROGATE'S COURT CLERK

Effective Date: 01/29/2013
Title Code Number: 9441137
Salary Grade: 23
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Associate Surrogate's Court Clerks work in the largest Surrogate's Courts that are located in New York City or in counties with populations of 400,000 or more where they apply specialized knowledge of Surrogate's Court practice and procedures relating to probate, administration, accounting, guardianship, adoptions and other functional areas. They may also supervise units staffed by Surrogate's Court Clerks, Senior Surrogate's Court Clerks and other subordinate personnel, be designated to act in the absence of the Chief Clerk and perform other related duties.

TYPICAL DUTIES:

Issues citations to ensure the presence of all interested parties at a proceeding.

Reviews preliminary proceedings in contested estate and/or guardianship matters for compliance with statute.

Devises work procedures and vacation schedules, reviews the work of clerical employees, and evaluates their performance.

Decides which cases should receive priority.

Prepares and reviews complex orders, motions, and court documents for accuracy and completeness.

Responds to unusual oral and written inquiries from the public and from lawyers and litigants concerning scheduling of cases and court procedures and practices.

Prepares calendars, orders, forms, and statistical reports.

Annotates court calendars.

Reviews and approves petitions, affidavits and other documents filed to appoint administrators, testamentary trustees, executors and other fiduciaries as well as applications by other parties, in probate, administration, guardianship and miscellaneous proceedings for proper jurisdiction and procedural sufficiency. <>

The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Surrogate's Court Procedure Act (including sections pertaining to the issuance of citations.)

Knowledge of the Estates, Powers and Trusts Law.

Knowledge of Surrogate's Court policies and procedures.

Knowledge of English including grammar, punctuation, sentence structure and spelling.

Knowledge of the rules and regulations governing the jurisdiction of the Surrogate's Court.

Knowledge of the Estate Tax Law.

Knowledge of the Civil Practice Law.

Knowledge of Court forms and legal documents.

Knowledge of the schedule of filing fees for Surrogate's Court.

Ability to read and understand legal terminology.

Ability to use tact and discretion when dealing with attorneys and the public.

Ability to use computers and computer programs.

Ability to interpret the law and understand its application to the filing of court papers and legal documents.

Ability to explain court procedures to attorneys and the public.

Ability to write legibly and clearly so that information included in court records can be understood.

Ability to establish work priorities for supervised employees.

Ability to provide work instructions to supervised employees in a clear, concise manner.

◇ **QUALIFICATIONS:**

One year of permanent, competitive class service in the Court Clerk, Surrogate's Court Clerk, Senior Court Clerk or Senior Surrogate's Court Clerk;

or

◇

A Bachelor's degree from an accredited college or university and one (1) year of relevant work experience;

or

◇

An equivalent combination of education and experience.

TITLE: PRINCIPAL SURROGATE'S COURT CLERK

Effective Date: 01/29/2013
Title Code Number: 9441135
Salary Grade: 26
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Principal Surrogate's Court Clerks work in the largest Surrogate's Courts that are located in New York City or in counties with populations exceeding 400,000, where they apply expert knowledge to complex problems related to accounting, probate, administration, guardianship, adoptions or other functional areas of Surrogate's Court. They may also supervise units staffed by Associate Surrogate's Court Clerks and other subordinate personnel, be designated to act in the absence of the Chief Clerk, and perform other related duties.

TYPICAL DUTIES:

Directs subordinate personnel to various units, assigns work responsibilities, evaluates work, and recommends candidates for employment.

Composes memoranda to Surrogate's and Law Clerks in order to provide preliminary recommendations regarding matters pending before the court.

Consults with judges and court administrators and recommends new court procedures and guidelines.

Devises and implements unit work procedures and guidelines.

Prepares and reviews unusual and complex orders and motions and other court documents for accuracy and completeness.

Summarizes the status and sufficiency of complex estate proceedings prior to review by the Surrogate.

Oversees the examination of guardian accounts and ensures that all disbursements are proper.

Responds to unusual inquiries from the public, lawyers and litigants concerning scheduling of cases and court procedures and practices.

The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Surrogate's Court Procedure Act.

Knowledge of the Estates, Powers and Trust Law.

Knowledge of the Real Property Law.

Knowledge of Surrogate's Court policies and procedures.

Knowledge of legal terminology.

Knowledge of the rules and regulations governing the jurisdiction of Surrogate's Court.

Knowledge of the Domestic Relations Law.

Knowledge of the Civil Practice Law and Rules.

Knowledge of English, including grammar, punctuation, sentence structure, and spelling.

Knowledge of the Appellate Division Rules.

Knowledge of changes in relevant laws and impact of changes on the work of supervised employees.

Knowledge of the various types of court forms and documents.

Knowledge of work performance standards.

Knowledge of techniques designed to improve the work performance of supervised employees.

Knowledge of the functions of the various court units.

Knowledge of relevant professional literature including law journals and McKinney's Supplements.

Ability to read multi-page legal documents and ascertain any defects in form, content or accuracy.

Ability to read and comprehend complex legal material.

Ability to assign responsibilities to staff based on the available staff and the time required to complete the responsibilities.

Ability to use computers and computer programs.

Ability to interact with supervised employees.

Ability to exercise tact and patience when dealing with supervised employees, new employees, attorneys and the public.

Ability to set realistic work standards for employees.

Ability to determine the causes of substandard work performance.

Ability to refer to the appropriate document or resource to resolve specific problems.

Ability to explain court procedures to lay persons and attorneys.

Ability to write clear and concise memoranda.

Ability to ascertain the information required for statistical reports.

Ability to perform basic mathematical calculations using addition, subtraction, multiplication and division.

Ability to complete personnel time and leave forms in accordance with pre-determined policies.

QUALIFICATIONS:

One year of permanent competitive service in the Associate Surrogate's Court Clerk;

or

◇

A Bachelor's degree from an accredited college or university and two (2) years of relevant work experience;

or

◇

An equivalent combination of education and experience.

TITLE: SENIOR APPELLATE COURT CLERK

Effective Date: 02/15/1991
Title Code Number: 9441169
Salary Grade: 21
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Under the supervision of Associate or Principal Appellate Court Clerks, a Senior Appellate Court Clerk performs a variety of court clerical and administrative tasks related to court proceedings in the Appellate Terms or the Appellate Divisions of the Supreme Court. Senior Appellate Court Clerks serve as part clerks, review orders, forms, and other court papers for accuracy and completeness, supervise courtroom security and Appellate Court Clerks and other personnel performing administrative and processing tasks, resolve unusual calendaring and other such problems, prepare written responses to procedural inquiries, and perform other related duties.

TYPICAL DUTIES:

Composes orders and prepares decision lists on motions and appeals decided by the court.

Prepares court calendars and allocates time for oral arguments.

Takes minutes of court proceedings.

Remits court orders with case records to the court of original jurisdiction.

Prepares index and summary sheet of each decision list.

Responds to inquiries from incarcerated defendants.

Reviews pre-argument statements and briefs to ensure that jurisdictional and other statutory requirements have been met.

Compiles data related to court proceedings for use in statistical reports.

Answers in-person, telephone, and written inquiries from the general public, lawyers, and litigants concerning court procedures and practices.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court procedures and practices and relevant statutes, rules, regulations, legal terminology, and forms.

Ability to read and interpret written and numeric material including court documents and correspondence.

Ability to extract relevant information from documents or court proceedings for entry into record.

Arithmetic ability at the eighth grade level.

Ability to write and use correct English spelling, punctuation, and grammar at the twelfth grade level.

Ability to understand and follow oral and written instructions.

Knowledge of clerical procedures.

Ability to learn Appellate court procedures and practices and relevant statutes, rules, regulations, and forms.

Ability to exercise patience and tact.

Ability to write legibly.

QUALIFICATIONS:

Two years of service in any 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.

TITLE: ASSOCIATE APPELLATE COURT CLERK

Effective Date: 02/15/1991
Title Code Number: 9441168
Salary Grade: 23
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

With substantial independence from supervision, Associate Appellate Court Clerks perform clerical tasks and perform other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court. Associate Appellate Court Clerks review complex or unusual documents for legal-technical sufficiency, supervise Senior Appellate Court Clerks or other subordinate employees in one or more units of clerical employees engaged in court support operations such as intake, calendaring, or remittitur, and perform other related duties.

TYPICAL DUTIES:

Devises work procedures and vacation schedules, assigns work to clerical employees, reviews their work, and formally evaluates their performance.

Examines papers on appeal and in motions and original proceedings, law assistant's reports, Justice's memoranda, opinions and decisions to ascertain exact data required to be included in Court's orders and decision lists.

Schedules cases placed on the dismissal calendar, prepares notifications, and sends them to attorneys and litigants.

Reviews court orders against decision list for accuracy and completeness.

Drafts court orders and forms.

Responds to unusual inquiries from the general public, lawyers, and litigants concerning case scheduling and court procedures and practices.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Appellate Court procedures and practices and relevant statutes, rules, regulations, and forms.

Ability to read and comprehend at the twelfth grade level.

Ability to read and interpret written and numeric material including court documents and correspondence.

Ability to analyze and solve problems.

Ability to extract relevant information from documents and court proceedings for entry into record.

Arithmetic ability at the eighth grade level.

Ability to write and use correct English spelling, punctuation, and grammar at the twelfth grade level.

Ability to train, supervise and coordinate the activities of subordinate personnel.

Ability to evaluate staff performance against job requirements.

Ability to establish work priorities.

Ability to work independently.

Ability to speak clearly and concisely.

Knowledge of clerical procedures and legal terminology.

Ability to analyze issues and identify relevant facts.

Ability to exercise patience and tact.

QUALIFICATIONS:

One year of service in the Senior Appellate Court Clerk title;

or

One year of permanent, competitive class service in the Senior Court Clerk title;

or

An equivalent combination of education and experience.

TITLE: PRINCIPAL APPELLATE COURT CLERK

Effective Date: 02/15/1991
Title Code Number: 9441167
Salary Grade: 26
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Principal Appellate Court Clerks work in the Appellate Terms or the Appellate Divisions of the Supreme Court, where they are responsible for supervising or assisting Appellate Court Attorneys in managing a specialized back office unit, such as a motions or a conservator accounting department. Principal Appellate Court Clerks apply extensive knowledge to complex problems, review especially complex orders, forms, and other court papers for accuracy and completeness, may supervise units staffed by Associate Appellate Court Clerks or other subordinate personnel, and perform other related duties.

TYPICAL DUTIES:

Identifies work priorities for clerical support staff, devises work procedures and vacation schedules, monitors the progress of assignments, trains subordinate staff and evaluates staff performance.

Reviews complex motions for accuracy and compliance with statutes and administrative requirements and notifies litigants of errors or omissions.

Drafts complex orders based on information in decision slips and motion papers and prepares orders to withdraw appeals.

Responds to unusual inquiries from the general public, lawyers, and litigants concerning court procedures and practices.

Maintains appellate court records concerning attorney disciplinary proceedings and admissions to the New York State Bar.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Expert knowledge of appellate court procedures and practices, and relevant statutes, rules, regulations, and forms.

Ability to understand and follow oral and written instructions.

Ability to read, write, and comprehend at the twelfth grade level.

Ability to read and interpret written and numeric material including court documents and correspondence.

Knowledge of clerical procedures and legal terminology.

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to evaluate staff performance against job requirements.

Ability to write and use correct English grammar, punctuation, and spelling at the twelfth grade level.

Ability to establish work priorities.

Ability to work independently.

Ability to speak clearly and concisely and to communicate technical language to laymen.

Ability to analyze issues and identify relevant facts.

Ability to exercise patience and tact.

Arithmetic ability at the eighth grade level.

QUALIFICATIONS:

One year of service in the Associate Appellate Court Clerk title;
or

One year of service in the Associate Court Clerk title;
or

An equivalent combination of education and experience.

TITLE: COURT CLERK TRAINING SPECIALIST

Effective Date: 05/29/2009
Title Code Number: 9462801
Salary Grade: 25
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Court Clerk Training Specialists are assigned to New York City courts, report to the Chief Clerk or designee, and are responsible for coordinating and developing court specific training programs for Court Clerks. Court Clerk Training Specialists establish training objectives, and develop curricula, manuals, audio visual aides and other materials. Court Clerk Training Specialists analyze the effectiveness of training programs, evaluate the performance of Court Clerks who attend training programs, and perform other related duties.

TYPICAL DUTIES:

Presenting training programs using a variety of training techniques including lectures, demonstrations, group discussions and audio-visual presentations.

Participating in the preparation of training schedules and materials.

Developing training programs, including researching topics and reviewing training literature to ensure that course content meets objectives.

Writing, editing and updating training manuals, handbooks and lesson plans.

Evaluating ongoing and new training programs to determine the effectiveness and suggest modifications.

Reviewing and updating course materials to identify areas for further development.

Maintaining training records and resource materials.

Coordinating the delivery of training with various offices within the court system as well as outside agencies.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court forms, documents, procedures, and policies in the court of assignment.

Knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR), Criminal Procedure Law (CPL), Penal Law (PL), and Family Court Act (FCA).

Knowledge of court procedures such as jurisdiction, venue, service of papers, motions, subpoenas, affirmations, calendar practice, trial procedures, handling evidence, judgments, warrants, indictments, and pleas.

Knowledge of materials, methods, techniques and procedures of presenting training programs.

Knowledge of evaluation methods and techniques to determine effectiveness of training programs.

Knowledge of resources which may be utilized to develop training courses.

Ability to conduct training studies.

Ability to formulate training plans.

Ability to communicate orally in a clear and succinct manner.

Ability to establish work priorities.

Ability to write clear and concise prose.

Ability to establish records and maintain files.

Ability to conduct research using a variety of media..

Ability to understand and interpret written material such as laws, rules, regulations, and apply this material in the review of court forms and documents.

QUALIFICATIONS:

Four years as a Senior Court Clerk;

or

An equivalent combination of education and experience.

TITLE: CASE MANAGEMENT COORDINATOR

Effective Date: 06/22/2000
Title Code Number: 9441186
Salary Grade: 28
Jurisdictional Classification: NC

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.

TYPICAL DUTIES:

Monitors case progress to ascertain compliance with case management requirements.

Discusses daily court activities such as the scheduling of cases, interaction with jury rooms and other areas of court operations, procedures and policies with judges and court administrators.

Reviews statistical reports and summaries regarding case management and court operations with court administrators.

Monitors scheduling of case conferences, insures notices advising of deadlines and required appearances are generated, acts as liaison between attorneys and the court, assists with resolving problems.

Analyzes case management or operations data, prepares conclusions and recommendations, and prepares a final written or oral report.

Examines court papers in order to determine the directives of Judges and to assist in the implementation of policies and procedures.

Responds to oral inquiries from judges, court administrators, attorneys, special committees, or the general public concerning policies, rules, and procedures.

Prepares written memoranda, letters, and reports to Administrative Judges, court administrators, and outside agencies concerning changes in laws, rules, policies, and procedures, and correspondence to reply to complaints or problems.

Supervises and evaluates the work of subordinate personnel.

Researches legal statutes, rules and regulations in order to ascertain compliance with procedures, and to advise on policy formulation.

Assists with the preparation of resource materials and training manuals.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the functions and organization of the Unified Court System and Federal, State, and local governments.

Knowledge of court forms, documents, procedures and policies.

Knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR) Criminal Procedure Law (CPL), Penal Law (PL), Family Court Act (FCA), Judiciary Law, Real Property Actions and Proceedings Law (RPAPL), and Lien Law.

Knowledge of court procedures such as jurisdiction, venue, service of papers, motions, subpoenas, affirmations, calendar practice, trial procedures, jury management, handling evidence, judgments, warrants, indictments, and pleas.

Knowledge of management, planning, and research practices.

Ability to apply knowledge of court operations, policies, procedures, and organization in order to recognize and facilitate solutions to problems.

Ability to prepare accurate, coherent, logical and concise written communications in the context of reviewing documents, handling correspondence, or preparing policy, procedural or other administrative documents and memoranda.

Ability to communicate orally in a clear and succinct manner.

Ability to read and comprehend complex and technical material.

Ability to understand and follow oral and written instructions.

Ability to analyze and solve problems.

Ability to organize factual and numerical data into clear and logical sequences.

Ability to handle sensitive matters on a confidential basis.

Ability to work independently.

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to establish work priorities.

Ability to evaluate staff performance against job requirements.

TITLES\ACTIVE\9441186

QUALIFICATIONS:

Three years of experience in a court clerical series title.

TITLE: DEPUTY CHIEF CLERK (ARRAIGNMENT PARTS)

Effective Date: 09/03/1987
Title Code Number: 9440479
Salary Grade: 28
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

A Deputy Chief Clerk (Arraignment Parts) is employed in Criminal Court, New York City and is responsible for coordinating activities of three (3) or more arraignment parts in an arraignment complex. Since arraignments may take place on a 24 hour basis the incumbent must be prepared to work on any shift that the need requires. A Deputy Chief Clerk (Arraignment Parts) devises and maintains caseflow methods, ensures optimal deployment of staff in the various arraignment parts, and acts as liaison with judges, court administrators, public officers, and the general public on matters relating to the arraignment process. A Deputy Chief Clerk (Arraignment Parts) reports to the Deputy Chief Clerk V and Chief Clerk of the Court and performs related duties as required.

TYPICAL DUTIES:

Designs and implements operating procedures to ensure the effective operation of arraignment parts.

Coordinates and stimulates the interaction of several criminal justice agencies in processing arraignments and other related Court proceedings.

Reviews the staffing levels in the various arraignment parts on an ongoing basis to ensure adequate coverage and to prevent backlogs in caseflow.

Consults with judges, nonjudicial administrators, lawyers, public officers and the general public to obtain, advise, and to furnish information on matters pertaining to the arraignment process.

Reviews legislative measures and court rule changes to assess the impact on the arraignment process.

Exercises direction over Principal Court Clerks, Associate Court Clerks and other court clerical, court security and office clerical employees assigned to arraignment parts or providing clerical support in back offices.

Provides training and orientation to arraignment part personnel as required.

Meets with court employees in order to resolve employee grievances or problems.

Examines unusual and complex court documents to ensure accuracy, completeness, and legal sufficiency.

Prepares memoranda and other reports reflecting the status of arraignment operations for the Court.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of all operational court procedures and policies, legal terminology, and relevant statutes, rules and regulations relating to the arraignment process.

Knowledge of modern supervisory techniques including delegation, communication, performance evaluation, and training.

Ability to interpret court directives, and relevant statutes, rules and regulations pertaining to the arraignment process.

Ability to assign responsibilities based on available staff and the time required to complete assigned tasks.

Ability to assess the skill and abilities of each employee and to deploy staff where they will be most effective.

Ability to compose original memoranda and letters using correct English grammar, punctuation, spelling and sentence structure.

Ability to investigate the circumstances surrounding employee or public complaints and problems.

Ability to perform basic legal research.

Ability to read multi-page legal documents and ascertain any defects in form, content or accuracy.

Ability to explain court procedures and policies to lawyers and the public.

Ability to train, supervise, and coordinate the activity of subordinate staff.

Ability to evaluate staff performance against job requirements.

Ability to establish work priorities.

Ability to read and analyze legislation, complex legal memoranda, policy statements and other technical materials and to identify relevant issues and facts.

QUALIFICATIONS:

One year of permanent, competitive class service in the Principal Court Clerk title;

or

Bachelor's degree from an accredited college or university and four (4) years of relevant work experience;

or

An equivalent combination of education and experience.

TITLE: ASSISTANT DEPUTY CHIEF CLERK

Effective Date: 12/12/1994

Title Code Number: 9440539

Salary Grade: 28

Jurisdictional Classification: EX-CONF

DISTINGUISHING FEATURES OF WORK:

Assistant Deputy Chief Clerks serve as the assistant to the Deputy Chief Clerk V, responsible for court operations in the New York, Kings, Queens and Bronx County locations of the New York City Civil Court, the New York City Criminal Court, and the Family Court in the City of New York, or for centralized citywide operations of one of these courts. Assistant Deputy Chief Clerks serve in a confidential capacity and are responsible for assisting in managing court operations related to case processing, budget and payroll preparation, deployment and management of non judicial personnel, coordination with non-court agencies, and other related duties. An Assistant Deputy Chief Clerk is also responsible for the receipt, accounting, and disbursing of fines, fees, bail and other public or custodial funds. In the absence of the Deputy Chief Clerk V, the Assistant Deputy Chief Clerk may assume the duties of the Deputy Chief Clerk V.

TYPICAL DUTIES:

Assists in supervising a large staff of clerical and professional court personnel who may work at several different locations and assists them in determining appropriate processing.

Represents the court in discussions with other agencies such as the District Attorney, the Legal Aid Society, and Corporation Counsel.

Monitors the operations of trial parts to ensure maximum utilization.

Consults with judges and court administrators to develop court policy, administrative structure, uniform procedures, and new programs.

Assists in preparation of budget requests.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the functions and organization of the Unified Court System. Knowledge of basic legal terminology, codes and abbreviations.

Knowledge of court forms, practices and procedures.

Knowledge of personnel, budgeting, and other administrative practices and procedures.

Ability to effectively communicate information and express ideas in individual or group situations.

Ability to read legal documents and ascertain any defects in form, content and accuracy.

Ability to refer to appropriate documents, books, citations or other sources in order to respond to specific questions from attorneys, litigants and the general public.

Ability to clearly communicate written information and apply basic rules of English grammar, usage and sentence structure.

Ability to identify problems and recommend solutions.

Ability to establish procedures to monitor or regulate activities.

Ability to evaluate work priorities.

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to exercise patience and tact.

Ability to handle sensitive matters on a confidential basis.

Ability to interpret policies, statutes, rules and regulations and adapt them to specific instructions and directives.

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and two (2) 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.

TITLE: DEPUTY CHIEF CLERK IV

Effective Date: 11/19/1992

Title Code Number: 9440410

Salary Grade: 28

Jurisdictional Classification: EX-CONF

DISTINGUISHING FEATURES OF WORK:

Deputy Chief Clerks IV are the second highest-ranking nonjudicial employees in Family, Surrogate's, District, County and Supreme Courts that are characterized by the following factors: Family Courts that for each of two (2) consecutive years have annual filings of new petitions totaling more than 14,000 and more than thirty (30) employees(1). Surrogate's Courts that for each of two (2) consecutive years have annual filings of new petitions totaling more than 5,000 and more than ten (10) employees(1). County and Supreme Courts that for each of two (2) consecutive years have multiple, full-time parts; more than twenty-five (25) employees(1) and a combined County and Supreme Court filings total(2) of more than 8,000, or more than 10,000 civil filings, or more than 3,000 criminal filings. District Courts that have multiple, full-time parts; service populations more than 900,000; and more than two hundred (200) employees(1). Classification of individual positions to this title may also be affected by mitigating circumstances such as aberrations in caseload statistics. Deputy Chief Clerks IV serve in a confidential capacity and are 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 Deputy Chief Clerk IV is also responsible for the receipt, accounting, and disbursing of fines, fees, bail and other public or custodial funds. In the absence of the Chief Clerk VI, the Deputy Chief Clerk IV may assume the duties of the Chief Clerk of the Court. Incumbents in this title may serve as managers of all court locations within a county for city-wide courts in New York City.

TYPICAL DUTIES:

Supervises a large staff of clerical and professional court personnel who may work at several different locations and assists them in determining appropriate processing.

Consults with judges and court administrators to develop court policy, administrative structure, uniform procedures, and new programs.

Represents the court in discussions with other agencies such as the District Attorney, the Legal Aid Society, and Corporation Counsel.

Monitors the operations of trial parts to ensure maximum utilization.

Assists in preparation of budget requests.

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 this title, and every position does not necessarily require these duties.

(1) Excluding court reporter, legal and secretarial titles.

(2) Filings are defined as new civil cases, ex-parte applications, uncontested matrimonials, defendant indictments and superior court informations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the functions and organization of the Unified Court System.

Knowledge of basic legal terminology, codes and abbreviations.

Knowledge of court forms, practices and procedures.

Knowledge of personnel, budgeting, and other administrative practices and procedures.

Ability to effectively communicate information and express ideas in individual or group situations.

Ability to read legal documents and ascertain any defects in form, content and accuracy.

Ability to refer to appropriate documents, books, citations or other sources in order to respond to specific questions from attorneys, litigants and the general public.

Ability to clearly communicate written information and apply basic rules of English grammar, usage and sentence structure.

Ability to identify problems and recommend solutions.

Ability to establish procedures to monitor or regulate activities.

Ability to evaluate work priorities.

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to exercise patience and tact.

Ability to handle sensitive matters on a confidential basis.

Ability to interpret policies, statutes, rules and regulations and adapt them to specific instructions and directives.

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and three (3) 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.

TITLE: DEPUTY CHIEF CLERK V

Effective Date: 01/01/1991

Title Code Number: 9440411

Salary Grade: 30

Jurisdictional Classification: EX-CONF

DISTINGUISHING FEATURES OF WORK:

Deputy Chief Clerks V are assigned to the Civil, Criminal and Family Courts in New York City where they are responsible for nonjudicial administration of court operations in a county with a population of 750,000 or more, or of a major citywide program such as the Housing Court in the New York City Civil Court. They are also assigned to the largest Supreme Courts that are characterized by the following factors: Supreme Courts that for each of two (2) consecutive years have multiple, full-time parts; more than 150 employees(1) and a combined civil and criminal filings total(2) of more than 25,000, or more than 20,000 civil filings, or more than 10,000 criminal filings. Classification of individual positions to this title may also be affected by mitigating circumstances such as aberrations in caseload statistics. Deputy Chief Clerks V serve in a confidential capacity and assist a Chief Clerk VII and a First Deputy Chief Clerk in managing court operations related to case processing, budget and payroll preparation, personnel management and employee relations, deployment of nonjudicial personnel and coordination with non-court agencies and performing other related duties. A Deputy Chief Clerk V is also responsible for the receipt, accounting, and disbursing of fines, fees, bail, and other public or custodial funds. In the absence of the Chief Clerk VII and the First Deputy Chief Clerk, the Deputy Chief Clerk V may assume the duties of the Chief Clerk of the Court. In courts with no First Deputy Chief Clerk, the Deputy Chief Clerk V is the second highest-ranking nonjudicial employee.

TYPICAL DUTIES:

Supervises a large staff of clerical and professional court personnel who work at several different locations and, in consultation with the First Deputy or Chief Clerk, reassigns employees from one branch location to another.

Assists in preparing budget requests.

Consults with judges and court administrators to develop court policy, administrative structure, uniform procedures, and new programs.

Represents the court in discussions with other agencies such as the District Attorney, Corporation Counsel, and the Legal Aid Society.

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 this title, and every position does not necessarily require these duties.

(1) Excluding court reporter, legal and secretarial titles.

(2) Filings are defined as new civil cases, ex-parte applications, uncontested matrimonials, defendant indictments and superior court informations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the functions and organization of the Unified Court System.

Knowledge of basic legal terminology, codes and abbreviations.

Knowledge of court forms, practices and procedures.

Knowledge of personnel, budgeting, and other administrative practices and procedures.

Ability to effectively communicate information and express ideas in individual or group situations.

Ability to read legal documents and ascertain any defects in form, content and accuracy.

Ability to refer to appropriate documents, books, citations or other sources in order to respond to specific questions from attorneys, litigants and the general public.

Ability to clearly communicate written information and apply basic rules of English grammar, usage and sentence structure.

Ability to identify problems and recommend solutions.

Ability to establish procedures to monitor or regulate activities.

Ability to evaluate work priorities.

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to exercise patience and tact.

Ability to handle sensitive matters on a confidential basis.

Ability to identify facts and issues and data related to court management and allocation of resources.

Ability to interpret policies, statutes, rules and regulations and adapt them to specific instructions and directives.

Ability to learn budgeting, personnel and other administrative practices and procedures.

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.

TITLE: COURT CLERK SPECIALIST

Effective Date: 05/28/1979
Title Code Number: 9441134
Salary Grade: 30
Jurisdictional Classification: NC

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.

TYPICAL DUTIES:

Applies legal-technical expertise in a specialized area of the law to the review of the most unusual and complex orders, motions and other court documents.

Implements changes in procedures and court operations resulting from legislative action or policy formulation.

Consults with judges and court administrators and recommends new court procedures and guidelines.

Devises and implements unit work procedures and guidelines.

Summarizes the status and sufficiency of the most complex accounting proceedings prior to review by the Surrogate.

Discusses difficult and unusual legal and procedural applications with attorneys and advises them as to proper procedure.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to evaluate staff performance against job requirements.

Ability to establish work priorities.

Expert knowledge of all court procedures and practices, legal terminology, and relevant statutes, rules, regulations, and forms in the court of assignment.

Knowledge of clerical and office procedures.

Ability to read and comprehend at the twelfth grade level.

Ability to read and analyze legislation, complex legal memoranda, policy statements and other technical materials and to identify relevant issues and facts.

Ability to handle sensitive materials on a confidential basis.

Knowledge of the functions and organization of the Unified Court System.

Knowledge of personnel practices and procedures.

Knowledge of budgeting practices and procedures.

Arithmetic ability at the eighth grade level.

Ability to understand and follow oral and written instructions.

Ability to work independently.

Ability to write and use correct English spelling, punctuation, and grammar.

Ability to speak clearly and concisely and to communicate technical language to laymen.

Ability to exercise patience and tact.

Ability to write legibly.

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.