



NEW YORK STATE  
Unified Court System

OFFICE OF COURT ADMINISTRATION

LAWRENCE K. MARKS  
CHIEF ADMINISTRATIVE JUDGE

RONALD P. YOUNKINS, ESQ.  
EXECUTIVE DIRECTOR

MEMORANDUM

October 12, 2017

To: District Executives  
New York City Clerks

From: Ronald Younkings *RY*  
Barry Clarke *BC*

Subject: Classification Review for Nonjudicial Employees

We are continuing our comprehensive review of the Unified Court System's Classification Plan for Nonjudicial Employees. Modifications to certain sub-series within the Legal Series and to the entry level titles in the two Office Clerical sub-series warrant immediate attention. We are writing to advise you of these modifications and the steps that will be taken to implement them in the current fiscal year.

Legal Series

The Legal Series is perhaps the most complex of all occupational series in the court system. Among the primary objectives of the classification review of the legal series are greater simplicity and uniformity.

An important first step in the classification review for the Legal Series titles involves crediting of outside legal experience toward qualification for appointment. While outside legal experience is credited toward the hiring title/grade for most legal sub-series, it does not count toward qualification for appointment to a title/grade in two trial court sub-series: Court Attorney and Court Attorney (Trial Part). Appointments in these two legal sub-series are at the hiring rate of the entry level title, regardless of the appointees' prior legal experience outside the court system. In addition, these sub-series currently differ from other legal sub-series with respect to the number of years of experience required to progress through the titles/grades.

To address these issues, the following will be implemented with respect to the Court Attorney and Court Attorney (Trial Part) sub-series:

- Credit for qualification for appointment to a title/grade will be given for legal experience outside of the court system.
- Attorneys in both sub-series will qualify for the Associate level title (the highest title in the sub-series) with five years of legal service.

Implementation Implementation of these changes will require a review of the work experience and court system service of each employee in the Court Attorney and Court Attorney (Trial Part) sub-series who does not currently hold an Associate level legal series title.

To facilitate this review, the Division of Human Resources will email a link in November to incumbents in these sub-series to use an online tool to verify their outside legal experience. The Division of Human Resources will then audit the information provided and calculate the title/grade changes required by the new rules.

Upon completion of the audit process, title/grade changes will take effect simultaneously with the establishment of Administrative Orders effecting the changes to these sub-series. Salary changes will be implemented prior to the end of the current fiscal year (March 31, 2018).

Next Steps The next phase of the Legal Series review will evaluate how the work performed by each title has changed, whether the description of duties in the title standards is current, and whether the titles are appropriately classified.

### **Office Clerical Series**

The entry level titles for both the Court Office Assistant and the Data Recording Assistant sub-series are currently allocated to JG 8. We have determined to reallocate these titles to JG 10 and earmark them. Incumbents in the entry level titles will be reallocated upon execution of the Administrative Orders implementing the grade change for current employees. The Division of Human Resources must complete the job analysis for these sub-series, update the title standards and complete salary determinations for current employees impacted by the grade change.

The lists in effect for these two titles will remain in place and be used until classification decisions are made regarding broadbanding (combining) these sub-series. We expect to make these decisions in advance of the civil service examinations for a number of titles in these sub-series, which are tentatively scheduled for the Summer and Fall of 2018. The change to grade and Administrative Orders adjusting the titles in these Office Clerical sub-series will also be implemented by March of 2018. Appointments from the current lists that are made after the execution of the Administrative Order will be made at JG 10.

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Classification work related to the Court Clerical Series continues. Adjustments to this Series are complicated and require significant study of the statewide impact on the overall classification structure.

We will continue to seek input from you and your court managers as we move forward with our review of the Classification Plan for Nonjudicial Employees.

c: Hon. Lawrence K. Marks  
Hon. George J. Silver  
Hon. Michael V. Coccoma  
Hon. Edwina Mendelson  
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New York City County Clerks  
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