

## PROGRAM ADMINISTATOR (COUNTY CLERK – ELECTRONIC FILING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for overseeing projects related to the development, integration and maintenance of electronic filing systems in the Legal Division of the Office of the County Clerk. This work involves working directly with the County Clerk and his management team to develop and enhance systems, review operations with a view towards expanding the electronic filing services offered to the public, and in increasing office productivity. Responsibilities also include assisting in managing division activities by serving as a lead worker to division staff to ensure office operations run smoothly; monitoring and participating in the examination of legal documents, and handling more complex issues as they arise. The incumbent must be familiar with the various database systems used in the division such as OnBase, Legal Viewer and the New York Courts Electronic Filing (NYSCEF) and possess knowledge of civil and criminal practices and procedures to enable effective liaison with the public and the New York State Office of Court Administration. Although full supervision is not a responsibility of this class, the incumbent assists in providing leadership by guiding staff on technically complex issues, providing training to co-workers, and assisting in planning workflow to ensure division coverage, particularly as it relates to services to the County and Supreme courts. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages, in coordination with the New York State Office of Court Administration, the development and maintenance of the New York Courts Electronic Filing (NYSCEF) system for the proper electronic filing of court cases;

Ensures that electronic filing processes used with the Office of the County Clerk conform to the guidelines set for by the New York State Office of Court Administration;

Maintains extensive liaison with professionals in the NYS Office of Court Administration to coordinate system integration issues, and to resolve technical issues;

Works with the County Clerk and his management team in continually developing and automating systems as mandated, and to streamline office procedures and processes;

Oversees and participates in the examination and processing of all legal documents filed or recorded by the public, by mail or in person; assists division support staff on complex issues, and provides assistance and training as needed;

Assists in monitoring work performed at walk-in counters, and participates in accepting and examining documents as needed; responds to complex customer inquiries;

Assists in planning division workflow, and assists in managing staff in the acceptance, examination and processing of legal documents;

Performs research and analyses of electronic filing systems in use in New York and throughout the Country to assist in further automating legal and court filing processes;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Works with professionals in the Department of Information Technology to ensure that customization of County-supported systems meet the needs of the department as well as for attorneys, court personnel and the public;

Researches and prepares informal memoranda for the County Clerk relating to the functions of the County Clerk's Office;

Implements and coordinates administrative and operational procedures to ensure the smooth and effective operation of the division;

Trains departmental staff on e-filing practices and procedures, as well as in other division-wide procedures;

Prepares and submits written reports to the County Clerk regarding divisional operations;

Attends meetings and conferences on behalf of the County Clerk;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative principles and procedures as they relate to office management; thorough knowledge of New York State Civil and Criminal Procedural Law; thorough knowledge of legal records management; knowledge of governmental administrative practices relating to organization, policies, budgeting, personnel management, financial and inventory procedures; ability to plan and supervise the work of subordinates; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; thoroughness; accuracy; discretion; tact; resourcefulness; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and three years of experience where the primary function of the position was implementing civil practices, laws and rules (CPLR) in a legal setting, one year of which must have been at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in Public Administration, Business Administration, or towards a Law degree\* may be substituted on a year for year basis for up to two years. There is no substitution for the one year of supervisory experience

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Competitive  
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Job Class Code: C3256

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**Comment [CD1]:** Issued: 3/6/17  
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