



PLEASE POST

ANNOUNCEMENT NO. 10623

PROMOTIONAL OPPORTUNITY

POSITION TITLE: COURT CLERK TRAINING SPECIALIST

JG: 25

LOCATION: 10TH JUDICIAL DISTRICT
NASSAU COUNTY ADMINISTRATIVE OFFICE

BASE SALARY: \$94,386 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Four years as a Senior Court Clerk; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Court Clerk Training Specialists 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.

ASSIGNMENT: Court Clerk Training Specialists coordinate all activities related to the development, delivery and organization of training programs including: designing curricula and instructional materials, identifying faculty for specialized training programs, implementing training schedules and handling program logistics. They are responsible for facilitating training programs to individuals and groups, both in person and through on-line computer-assisted webinars. This position works with court managers to identify training needs and objectives, evaluate existing programs and update program materials and resources. This position requires expert knowledge of the UCMS application. Court Clerk Training Specialists work in collaboration with the HR Training and Professional Development Office and serve as a resource in the development and delivery of training programs.

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: 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), a resume, and cover letter by email to: NassauPostings@nycourts.gov or by mail to:

PAUL LAMANNA
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

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

POSTING DATE: June 12, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 10, 2026

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.