



PLEASE POST

ANNOUNCEMENT NO. 26625

PROMOTIONAL OPPORTUNITY

POSITION TITLE: CASE MANAGEMENT COORDINATOR **JG: 28**

LOCATION: SUPREME COURT, KINGS COUNTY – CIVIL TERM

BASE SALARY: \$110,853 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; and Three (3) years of experience in a Court Clerical Series title.

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.

ASSIGNMENT: This position is assigned to the Matrimonial Department in Kings Supreme Court – Civil Term. The Case Management Coordinator will be responsible for supervising non-judicial staff assigned to the main office and seven trial parts and may be required to manage the department in the supervisor’s absence. Responsibilities include overseeing employee Kronos records, staffing courtrooms, and carrying out functions delegated by the department supervisor, as well as researching and providing procedural information to judges and attorneys. The position will monitor case progress to ensure compliance with standards and goals for preliminary and compliance conferences, review complex orders and judgments for judicial review, respond to inquiries from attorneys and the public, and manage related administrative and procedural functions.

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), and a resume and cover letter by email to HRKSCCIV@nycourts.gov (please reference posting #26625 in subject line) or by mail to:

SHERICE GOODWINE
SUPREME COURT, KINGS COUNTY - CIVIL TERM
HUMAN RESOURCES DEPARTMENT
360 ADAMS STREET, ROOM 876A
BROOKLYN, NY 11201

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

POSTING DATE: June 8, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 6, 2026

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