



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9635

POSITION TITLE: DISTRICT EXECUTIVE **JG: NS**

LOCATION: 9th JUDICIAL DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$190,296 - \$197,591 + \$4,920 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Master's degree in Public or Business Administration from an accredited college or university and five (5) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: District Executives are the highest ranking non-judicial employees in the District Administrative Judges Offices. District Executives are directly supervised by an Administrative Judge and provide managerial analysis of complex problems. They serve in a confidential capacity and assist the Administrative Judge in managing ongoing administrative duties, oversee special projects, oversee and prepare reports, manage budget and payroll preparation, personnel management and employee relations, deployment of non-judicial personnel, and coordination with non-court agencies. District Executives also perform other related duties.

ASSIGNMENT: Under supervision of the Administrative Judge of the 9th Judicial District, duties include but are not limited to: performing managerial analysis of complex court operations and preparing reports and recommendations; acting as a representative of the Administrative Judge in conferences with court administrators and the Office of Court Administration to resolve managerial issues; counseling local court administrators in administrative procedures; reviewing requests for structural changes, new positions and reclassifications from local courts and recommending appropriate action to the Administrative Judge; supervising administrative and clerical personnel; supervising budget preparation for all courts and agencies within the jurisdiction; consulting with judges and court administrators regarding court policy, administrative structure, uniform procedures and new initiatives; serving as liaison with court administrators to resolve administrative problems as directed by the Administrative Judge; reviewing and analyzing statistical reports for compliance with standards and goals; researching problems and proposing solutions; reviewing payroll transactions for compliance with Civil Service Law and rules of the Chief Administrator; and researching administrative problems, analyzing data, preparing reports and recommendations for the Administrative Judge.

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: All interested persons 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 ono-murphy-fax@nycourts.gov or by mail to:

Hon. James P. Murphy
Deputy Chief Administrative Judge's Office
187 Wolf Rd.
Suite 103
Albany, NY 12205

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

POSTING DATE: July 14, 2026 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 4, 2026

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