UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20205

POSITION TITLE: ASSISTANT DEPUTY CHIEF CLERK **JG:** 28

LOCATION: CIVIL COURT, NEW YORK CITY

BASE SALARY: $ 84,897 + LOCATION PAY $3,697

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and two (2) years of work experience involving managerial responsibilities such as human resource administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or**
An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
Assistant Deputy Chief Clerks serve as the assistant to the Deputy Chief Clerk V, responsible for court operations in the New York, Kings, Queens and Bronx County locations of the New York City Civil Court, the New York City Criminal Court, and the Family Court in the City of New York, or for centralized citywide operations of one of these courts. Assistant Deputy Chief Clerks serve in a confidential capacity and are responsible for assisting in managing court operations related to case processing, budget and payroll preparation, deployment and management of non judicial personnel, coordination with non-court agencies, and other related duties. An Assistant Deputy Chief Clerk is also responsible for the receipt, accounting, and disbursing of fines, fees, bail and other public or custodial funds. In the absence of the Deputy Chief Clerk V, the Assistant Deputy Chief Clerk may assume the duties of the Deputy Chief Clerk V.

ASSIGNMENT: CITYWIDE

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: **2**.

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 to:

CAROL ALT
CHIEF CLERK VII
CIVIL COURT, NEW YORK CITY
111 CENTRE STREET
NEW YORK, NY 10013

POSTING DATE: June 18, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 2, 2012

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.