UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 25007

POSITION TITLE: FIRST DEPUTY CHIEF CLERK **JG:**32

LOCATION: SUPREME COURT - CRIMINAL DIVISION, BRONX COUNTY

BASE SALARY: $ 105,165 + LOCATION PAY $3,697

CLASSIFICATION: **EXEMPT/CONFIDENTIAL**

QUALIFICATIONS: Bachelor`s degree from an accredited college or university and five (5) 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:
A First Deputy Chief Clerk is the primary deputy chief clerk in the New York City Civil Court, the New York City Criminal Court, and the Family Court in the City of New York, and in the largest Supreme Courts in the State that are characterized by a combination of the following factors:

Supreme Courts that for each of two (2) consecutive years have multiple, full-time parts; more than 150 employees and a combined civil and criminal filings total of more than 25,000, or more than 20,000 civil filings, or more than 10,000 criminal filings."

First Deputy Chief Clerks serve in a confidential capacity to the Administrative Judge and the Chief Clerk VII in formulating, or implementing policy related to court operations including case processing, fiscal and personnel activities, employee relations, and deployment of nonjudicial personnel. They also formulate and implement policies and procedures to coordinate court activities with non-court agencies, may be assigned to participate on intercourt committees and projects, and perform other related duties. A First 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 Chief Clerk VII, the First Deputy Chief Clerk may assume the duties of the Chief Clerk of the Court.

ASSIGNMENT: CRIMINAL DIVISION CLERK'S OFFICE

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 to:

STEVEN B. CLARK
CHIEF CLERK VII
SUPREME COURT - CRIMINAL DIVISION, BRONX COUNTY
25 EAST 161ST STREET - ROOM 895
BRONX, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 20, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 12, 2010

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