UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 25008

POSITION TITLE: DEPUTY CHIEF CLERK V **JG**: 30

LOCATION: SUPREME COURT, BRONX COUNTY

BASE SALARY: $94,366 + LOCATION PAY $3,697

CLASSIFICATION: **EXEMPT/CONFIDENTIAL**

QUALIFICATIONS: Bachelor`s degree from an accredited college or university and four (4) 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:
Deputy Chief Clerks V are assigned to the Civil, Criminal and Family Courts in New York City where they are responsible for nonjudicial administration of court operations in a county with a population of 750,000 or more, or of a major citywide program such as the Housing Court in the New York City Civil Court. They are also assigned to the largest Supreme Courts that are characterized by the following factors: Supreme Courts that for each of two (2) consecutive years have multiple, full-time parts; more than 150 employees(1) and a combined civil and criminal filings total(2) of more than 25,000, or more than 20,000 civil filings, or more than 10,000 criminal filings. Classification of individual positions to this title may also be affected by mitigating circumstances such as aberrations in caseload statistics. Deputy Chief Clerks V serve in a confidential capacity and assist a Chief Clerk VII and a First Deputy Chief Clerk in managing court operations related to case processing, budget and payroll preparation, personnel management and employee relations, deployment of nonjudicial personnel and coordination with non-court agencies and performing other related duties. A Deputy Chief Clerk V 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 and the First Deputy Chief Clerk, the Deputy Chief Clerk V may assume the duties of the Chief Clerk of the Court. In courts with no First Deputy Chief Clerk, the Deputy Chief Clerk V is the second highest-ranking nonjudicial employee.

ASSIGNMENT:
CIVIL & CRIMINAL ADMINISTRATION - Supervises administrative office staff and oversees the Budget, HR, and Technology Departments. Guides managers regarding personnel issues and other matters. Acts as an assistant to the Chief Clerks and assists administrative judges as needed. Ensures the efficient running of the Administrative 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:

HON. EFRAIN ALVARADO
ADMINISTRATIVE JUDGE
SUPREME COURT - CRIMINAL DIVISION, BRONX COUNTY
265 E. 161ST STREET - ROOM 870
BRONX, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 8, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 30, 2010

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