EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

UCS-23

PLEASE POST

STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT

Announcement Number: 3016

POSITION TITLE: **Deputy Chief Clerk III** **JG: 24**

LOCATION: Ulster County Supreme and County Courts
Third Judicial District
Ulster County Courthouse
285 Wall Street
Kingston, NY 12401

BASE SALARY: **$68,418 Annual**

CLASSIFICATION: **Exempt-Confidential**

QUALIFICATIONS: Bachelor`s degree from an accredited college or university and three (3) years of work experience involving managerial responsibilities such as human resources 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 are the second highest ranking nonjudicial employees in Supreme and County, City, Family, and Surrogate's Courts. Deputy Chief Clerk III are responsible to Chief Clerks, Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial case processing activities. Deputy Chief Clerk III serve in a confidential capacity and supervise subordinate personnel, allocate court resources, prepare annual budget requests, make employee selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Deputy Chief Clerk III positions manage courts with new filings, averaged over three years, between 1.5% and 3% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 2% and 4% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Deputy Chief Clerk III also perform other related duties.

ASSIGNMENT: Under the general supervision of the Chief Clerk and the administrative direction of the District Administrative Judge's Office, the Deputy Chief Clerk will be responsible for the supervision of 11 non-judicial employees which include part clerks, back office support staff and court reporters. This is an upper management position in the Court, second to the Chief Clerk. This individual will have an active role in the responsibility for the day to day operations of the court which will include but is not limited to: Ensure court documents are complete and properly filed and all court records are updated. Review all new filings to ensure compliance with laws and procedures and timely schedule of court appearances as well as working in the trial part when necessary. Train staff in work assignments and delegate workload as appropriate. Assist in the preparation of the court budget and monitor expenditures to ensure compliance with the allocations. Prepare statistical reports on a weekly basis, act as a liaison to outside agencies and other community organizations. This candidate will assume the duties of the Chief Clerk in their absence. Knowledge of data bases, GroupWise and Word Perfect are preferred. Other duties will be discussed at the time of interview.

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 the same 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 is **1** .

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 http://www.nycourts.gov/careers/UCS5.pdf)and/or a resume to:

Carol Schongar, District Executive
Third Judicial District Administrative Judge's Office
40 Steuben Street, 6th Floor
Albany, NY 12207
(518) 285-8300

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**

For employment opportunities in the Unified Court System, please go to www.nycourts.gov

The New York State Unified Court System is an Equal Opportunity Employer.
Women, Minorities, and Individuals with Disabilities are encouraged to apply.