



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. **31901**

POSITION TITLE: CHIEF CLERK VI **JG: 32**

LOCATION: SURROGATE'S COURT, BRONX COUNTY, NEW YORK CITY

BASE SALARY: \$101,120 + LOCATION PAY \$3,555

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:

Chief Clerks VI are the highest ranking nonjudicial employees in the New York State Court of Claims, and Family, Surrogate's, District, County and Supreme Courts that are characterized by the following factors: Family Courts that for each of two² consecutive years have annual filings of new petitions totaling more than 14,000 and more than thirty (30) employees¹. Surrogate's Courts that for each of two² consecutive years have annual filings of new petitions totaling more than 5,000 and more than ten (10) employees¹. County and Supreme Courts that for each of two² consecutive years have multiple, full-time parts; more than twenty-five (25) employees¹ and a combined County and Supreme Court filings total² of more than 8,000, or more than 10,000 civil filings, or more than 3,000 criminal filings. District Courts that have multiple, full-time parts; service populations more than 900,000; and more than two hundred (200) employees¹. Classification of individual positions to this title may also be affected by mitigating circumstances such as aberrations in caseload statistics. Chief Clerks VI serve in a confidential capacity and are responsible for managing court operations related to case processing, budget and payroll preparation, deployment and management of nonjudicial personnel, coordination with non-court agencies, and other related duties. A Chief Clerk VI is also responsible for the receipt, accounting, and disbursing of fines, fees, bail and other public or custodial funds.

(1) Excluding court reporter, legal and secretarial titles.

(2) Filings are defined as new civil cases, ex-parte applications, uncontested matrimonials, defendant indictments and superior court information.

ASSIGNMENT: **BRONX COUNTY SURROGATE'S COURT**

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 three (3) 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

HON. LEE L. HOLZMAN
BRONX SURROGATE'S COURT
851 GRAND CONCOURSE, ROOM 334
BRONX, NEW YORK 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: AUGUST 5, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** AUGUST 26, 2009

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