UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 32004

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

LOCATION: SURROGATE'S COURT, KINGS COUNTY

BASE SALARY: $84,897 + 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 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 IV are the second highest-ranking nonjudicial employees in Family, Surrogate`s, District, County and Supreme Courts that are characterized by the following factors: Family Courts that for each of two (2) consecutive years have annual filings of new petitions totaling more than 14,000 and more than thirty (30) employees(1). Surrogate`s Courts that for each of two (2) consecutive years have annual filings of new petitions totaling more than 5,000 and more than ten (10) employees(1). County and Supreme Courts that for each of two (2) consecutive years have multiple, full-time parts; more than twenty-five (25) employees(1) and a combined County and Supreme Court filings total(2) 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) employees(1). Classification of individual positions to this title may also be affected by mitigating circumstances such as aberrations in caseload statistics. Deputy Chief Clerks IV 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 Deputy Chief Clerk IV 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 VI, the Deputy Chief Clerk IV may assume the duties of the Chief Clerk of the Court. Incumbents in this title may serve as managers of all court locations within a county for city-wide courts in New York City.

ASSIGNMENT: 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 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:

STACY-ANN DONEGAN
KINGS COUNTY, SURROGATE'S COURT
2 JOHNSON STREET - ROOM 204
BROOKLYN, NY 11201

In addition, if you would like confirmation that your application/resume has been received, include a stamped self-addressed envelope or post card.

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.