



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 33801

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

LOCATION: QUEENS SURROGATE'S COURT

BASE SALARY: \$ 93,733 + \$ 4,000 LOCATION PAY

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 IV are the second highest-ranking nonjudicial employees in Surrogate's Courts that are characterized by the following factors: 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. 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.

ASSIGNMENT:

This position will assume the duties of the Chief Clerk in the Clerk's absence. Duties include but are not limited to: assisting the Chief Clerk with overseeing court operations related to case processing including probate, adoptions, administration, accounting, and guardianship; for the management and deployment of non-judicial personnel; and budget preparation. The Deputy Chief Clerk also assists the Chief Clerk in developing court policies and procedures and implementing new programs.

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:

James Lim Becker
Chief Clerk
Queens Surrogate's Court
88-11 Sutphin Blvd.
Jamaica, NY 11435

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 20, 2018

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 12, 2018

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