



UCS-UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO.** 38201

POSITION TITLE: SECOND DEPUTY COUNTY CLERK, NEW YORK CITY **JG:** 23

LOCATION: QUEENS COUNTY CLERK'S OFFICE

BASE SALARY: \$64,834 + LOCATION PAY \$3,697

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATION: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY AND ONE (1) YEAR OF RELEVANT EXPERIENCE; **OR** MASTER'S DEGREE IN PUBLIC OR BUSINESS ADMINISTRATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY; **OR** AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

Preference will be given to candidates with communication and media experience.

DISTINGUISHING FEATURES OF WORK:

Second Deputy County Clerks, New York City serve in a confidential capacity in the Offices of the County Clerks in New York City where they are responsible for managing one or more areas of operation of the Office of the County Clerk where assigned. In the absence of the County Clerk and of the First Deputy County Clerk, New York City, the Second Deputy County Clerk, New York City may assume the duties of the County Clerk.

ASSIGNMENT: Kew Gardens, Jamaica, and Long Island City Jury and Grand Jury Assembly Locations

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 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. Audrey Pheffer
Queens County Clerk
88-11 Sutphin Blvd.
Jamaica, NY 11435

POSTING DATE: June 18, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 9, 2012

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