



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 38203

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**POSITION TITLE:** COUNSEL TO THE COUNTY CLERK **JG: NS**

**LOCATION:** QUEENS COUNTY CLERK'S OFFICE

**BASE SALARY:** SALARY DETERMINED UPON QUALIFICATIONS AND EXPERIENCE OF SUCCESSFUL CANDIDATE  
(THIS IS A PART-TIME, 50%, POSITION)

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** ADMISSION TO THE NEW YORK STATE BAR.

**ASSIGNMENT:**

Duties include but are not limited to providing legal advise to the County Clerk; researching and interpreting laws and court rules on filing procedures and fees ; advising staff on the requirements for filing and docketing liens and judgements on individuals and real property; reviewing and advising County Clerk and supervisory staff on employee relations, title standards, union contracts, confidentiality policies and procedures; responding to complaints and questions from inmates, jurors, attorneys, justices/judges and the general public on office policies and procedures; drafting correspondence in response to Jury service requirements and law established to protect employees serving on jury duty.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

HON. AUDREY PHEFFER  
QUEENS COUNTY CLERK  
88-11 SUTPHIN BLVD.  
JAMAICA, NY 11435

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** October 11, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 1, 2012

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

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