



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 38903

POSITION TITLE: FIRST DEPUTY COUNTY CLERK **JG: 30**

LOCATION: QUEENS COUNTY CLERK'S OFFICE, JAMAICA, NEW YORK

BASE SALARY: \$ 90,738 + LOCATION PAY \$3,555

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) years of relevant administrative experience in a court, court agency, or law office; **or**
An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

First Deputy County Clerks, New York City serve in a confidential capacity and assist in managing the operations in Offices of the County Clerks in New York City in such areas as records processing, documents review, juror management, budget and payroll preparation and personnel management. In the absence of other management personnel, a First Deputy County Clerk, New York City may assume the duties of the County Clerk.

ASSIGNMENT: Supervision of the Queens County Clerk's office Jury Division. The Jury division is comprised of three Central Jury Units, a Jury Operation Unit, and a Jury Selection Unit. Candidate preferably will possess working knowledge of Jury Division management, and strong supervisory skills.

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 at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

HON. GLORIA D'AMICO,
QUEENS COUNTY CLERK
QUEENS COUNTY CLERK'S OFFICE
88-11 SUTPHIN BOULEVARD - ROOM 105
JAMAICA, NY 11435

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 30, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 21, 2009

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