



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
4<sup>TH</sup> JUDICIAL DISTRICT

**PLEASE POST  
ANNOUNCEMENT NO. 04904**

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**POSITION TITLE:** DEPUTY CHIEF CLERK I **JG: 18**

**LOCATION:** WARREN COUNTY FAMILY COURT, LAKE GEORGE, NY 12845

**BASE SALARY:** \$ 47,860 ANNUALLY

**CLASSIFICATION:** Exempt Confidential

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university and one (1) year 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** Associate's degree (or completion of 60 college level credits) from an accredited college 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 are the second highest ranking non-judicial employees in Supreme and County, City, Family, and Surrogate's Courts. Deputy Chief Clerks are responsible to Chief Clerks, Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and non judicial case processing activities. Deputy Chief Clerks serve in a confidential capacity and supervise subordinate personnel, allocate court resources, prepare annual budget requests, make employee selections decisions.

**ASSIGNMENT:**

The Deputy Chief Clerk assists the Chief Clerk, ensuring that all responsibilities for court operations, to include in-part court activity and back office activity are accomplished.

**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: <http://www.nycourts.gov/careers/UCS5.pdf> and a resume to:

**SHERRY L. BARNUM, DISTRICT EXECUTIVE  
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
65 SOUTH BROADWAY, SUITE 101  
SARATOGA SPRINGS, NY 12866  
518- 285-5099**

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

**POSTING DATE: July 8, 2009 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 29, 2009**

**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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