



PLEASE POST

UCS-23

**EMPLOYMENT  
OPPORTUNITY**

State of New York  
**UNIFIED COURT SYSTEM  
5<sup>TH</sup> JUDICIAL DISTRICT**

**ANNOUNCEMENT NUMBER: 05102**

**POSITION TITLE: DEPUTY CHIEF CLERK IV JG-28**  
**LOCATION: ONONDAGA COUNTY FAMILY COURT SYRACUSE, NEW YORK**  
**BASE SALARY: \$ 84,897 ANNUALLY**  
**CLASSIFICATION: EXEMPT-CONFIDENTIAL**

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and four (4) 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. While these are minimum qualification for this title, consideration may be given to education and experience directly related to the assignment.

**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. The Deputy Chief Clerk IV is 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. The Deputy Chief Clerk IV serves in a confidential capacity and supervises subordinate personnel, allocates court resources, prepare annual budget requests, make employee selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Deputy Chief Clerk IV positions manage courts with new filings, averaged over three years, more than 3% of the statewide total (exclusive of New York City) of Supreme and County Courts or more than 4% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. The Deputy Chief Clerk IV also performs other related duties.

**ASSIGNMENT:** This position is assigned to Onondaga County Family Court. Travel may be required.

**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

**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:**

**MICHAEL A. KLEIN, ESQ.  
DISTRICT EXECUTIVE  
FIFTH JUDICIAL DISTRICT OFFICE  
600 S. STATE STREET, ROOM 300  
SYRACUSE, NEW YORK 13202**

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

**POSTING DATE: JANUARY 12, 2011**

**APPLICATION MUST BE POSTMARKED OR RECEIVED BY: FEBRUARY 3, 2011**

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