



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
6<sup>TH</sup> JUDICIAL DISTRICT

UCS - 23

ANNOUNCEMENT NUMBER: 06002

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

**LOCATION:** Chenango Supreme & County Court  
Norwich, New York

**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 selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Deputy Chief Clerk I positions manage courts with new filings, averaged over three years, less than .75% of the statewide total (exclusive of New York City ) of Supreme and County Courts or less than 1% of the statewide total (exclusive of New York City) in the City, Family, and Surrogates Court. Deputy Chief Clerk I also performs other related duties.

**ASSIGNMENT:** This is the second-highest managerial position in the Chenango County Supreme & County Courts. Under the management and supervision of the Chief Clerk, the Deputy Chief Clerk carries out a wide range of duties and responsibilities in the area of personnel management and supervision, revenue and budget management and control, automated case processing and statistical reporting operations and related clerical and managerial functions.

**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 is 1.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY CITY OR COUNTY LEVEL COURT, FROM THE DISTRICT ADMINISTRATIVE OFFICE, OR OUR WEBSITE - <http://www.nycourts.gov/careers/UCS5.pdf>) AND A RESUME TO:

KAREN A. AMBROZIK, DISTRICT EXECUTIVE  
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
THE KILMER BUILDING  
31 LEWIS STREET, 5<sup>TH</sup> FLOOR  
BINGHAMTON, NEW YORK 13901  
(607) 240-5350

**POSTING DATE: February 3, 2010      APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 26, 2010**

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

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