



PLEASE POST

ANNOUNCEMENT #07002

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT**

POSITION TITLE: DEPUTY CHIEF CLERK IV **JUDICIAL GRADE:** 28
LOCATION: MONROE COUNTY SURROGATE'S COURT, ROCHESTER, 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.

DISTINGUISHING FEATURES OF WORK: Deputy Chief Clerks are the second highest ranking nonjudicial employees in Supreme and County, City, Family, and Surrogate's Courts. Deputy Chief Clerk IV are responsible to Chief Clerks, Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial case processing activities. Deputy Chief Clerk IV 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 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. Deputy Chief Clerk IV also perform other related duties.

TYPICAL DUTIES: Deputy Chief Clerk IV manages a large staff of clerical and professional court personnel in the largest and most complex courts in the state. Assigns work, plans and coordinates work schedule, establishes completion dates, checks work, trains and supervises subordinate staff, and evaluates their performance. Assists in the preparation of the annual court budget. Responds to unusual inquiries from attorneys, parties to court proceedings, and the public, and explains complex procedural requirements. Collects fines, reconciles daily receipts, deposits receipts, prepares reports for monthly disbursements, reconciles bank statements, and prepares administrative reports.

ASSIGNMENT: There is one Deputy Chief Clerk IV position in Monroe County Surrogate's Court. Strong managerial, organizational and computer skills are required. Travel throughout the eight county region of the Seventh Judicial District is also necessary.

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* All applications received from this announcement may be used to fill any vacancies that may occur 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:

NEW YORK STATE SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
161 HALL OF JUSTICE, 99 EXCHANGE BLVD.
ROCHESTER, NEW YORK 14614-2184

FAX # (585) 428-4064

EMAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us

Applicants are encouraged to complete EEO Data Collection form UCS-19X.

DATE OF POSTING: **APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:**
March 17, 2010 **MARCH 31, 2010**

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