

PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT


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

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POSITION TITLE: DEPUTY CHIEF CLERK I (JG-18)

LOCATION: ALLEGANY COUNTY FAMILY COURT  
7 COURT STREET  
BELMONT, NEW YORK 14813

BASE SALARY: \$47,860 PER YEAR

CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and one (1) 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- 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 nonjudicial employees in Supreme and County, City, Family and Surrogate's Courts. Deputy Chief Clerks are responsible to Chief Clerks, Judge(2), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial 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 Clerks I also perform other related duties.

ASSIGNMENT: The appointee will provide managerial and supervisory support in areas of case processing, fiscal oversight and human resource administration for the Allegany County Family Court as assigned by the Judges and the Chief Clerk of the Court. A sample of some of the typical duties would be as follows: assign case processing tasks to clerical staff and supervise work, respond to inquiries from attorneys, parties to court proceedings and the public; receive and file petitions and other legal documents and prepare and annotate court calendars.

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 three (3) months. Special arrangements for the disabled may be made by contacting the 8th Judicial District Office at (716)845-2505 prior to the interview. Position(s) available at the present time - one (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) AND/OR A RESUME TO:

Marie Villari  
 Senior Management Analyst  
 8<sup>th</sup> Judicial District Office  
 92 Franklin Street  
 Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.  
 POSTING DATE: MAY 20, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: JUNE 10, 2009

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.