



**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT**

**PLEASE POST**

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**ANNOUNCEMENT NUMBER 09020**

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**POSITION TITLE:** CHIEF CLERK II **JG - 25**

**LOCATION:** PEEKSKILL CITY COURT  
TWO NELSON AVENUE  
PEEKSKILL, NEW YORK 10566

**BASE SALARY:** \$72,285 + \$3,697 LOCATION PAY

**CLASSIFICATION:** EXEMPT - CONFIDENTIAL

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university 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:** Chief Clerks are the highest ranking nonjudicial employees in Supreme and County, City, Family and Surrogate's Courts. Chief Clerk are responsible to Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial case processing activities. Chief Clerks serve in 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. Chief Clerk II positions manage courts with new filings, averaged over three years, between .75% and 1.5% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 1% and 2 % of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Chief Clerk II also perform other related duties.

**ASSIGNMENT:** Directly supervises a large staff of nonjudicial personnel in the court; Consults with judges and court administrators to develop court policy, administrative structure, uniform procedures, and new programs; Prepares the annual court budget; Supervises court operations to ensure the optimal utilization of resources; Assigns, monitors, directs, and reviews the work of court personnel; Responds to unusual inquiries from attorneys, parties to court proceedings, and the public, and explains complex procedural requirements; Receives and files summonses, affidavits, indictments, and other legal documents and reviews petitions for form and accuracy; Prepares and annotates court calendars; Collects fines, reconciles daily receipts, deposits receipts, prepares reports for monthly disbursements, reconciles bank statements, and prepares administrative reports; Answers telephone and in-person inquiries and provides assistance to attorneys, parties to court proceedings and the public; Prepares conviction forms for the Department of Motor Vehicles; Collects statistics and prepares periodic reports.

**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.

**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 RESUME BY E-MAIL TO [9JDeploymentapps@nycourts.gov](mailto:9JDeploymentapps@nycourts.gov) OR BY MAIL TO:**

**HONORABLE ALAN D. SCHEINKMAN  
ADMINISTRATIVE JUDGE - 9<sup>TH</sup> JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601**

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

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**POSTING DATE: AUGUST 4, 2010      APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: AUGUST 25, 2010**

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