



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

PLEASE POST

ANNOUNCEMENT NUMBER 09024

POSITION TITLE: DEPUTY CHIEF CLERK IV JG: 28

**LOCATION: WESTCHESTER FAMILY COURT
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601**

BASE SALARY: \$84,897 + 3,697 LOCATION PAY

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 & 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 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.

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, wills, affidavits, indictments, and other legal documents and reviews petitions for form and accuracy; Prepares and annotates court calendars; Answers telephone and in-person inquiries and provides assistance to attorneys, parties to court proceedings and the public.

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 this 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 depended 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 the court or agency within the next 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 9JDEmploymentapps@nycourts.gov OR BY MAIL TO:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

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

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