



**STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT**

ANNOUNCEMENT NUMBER 09048

POSITION TITLE: DEPUTY CHIEF CLERK II **JG: 21**

LOCATION: PUTNAM MULTI-HAT COURT
SUPREME & COUNTY COURT & FAMILY COURT
20 COUNTY CENTER
CARMEL, NEW YORK 10512

BASE SALARY: \$58,298 + 1,848 LOCATION PAY

CLASSIFICATION: EXEMPT - CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and two (2) 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 II are the second highest-ranking nonjudicial employees in Supreme & 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 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 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 & County Courts or between 1% and 2% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Deputy Chief Clerk II also perform other related duties.

ASSIGNMENT: Directly supervises a large staff of court operations personnel in the court; Assigns case processing tasks to clerical staff and supervises their work; Assists in preparing the annual court budget; Responds to unusual inquiries from attorneys, parties to court proceedings, and the public; Receives and files summonses, wills, 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; Reviews remand forms, orders, and other court documents for accuracy; Assists members of the public in preparing forms for civil and small claims actions.

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 the court or agency within the next six (6) months. Position(s) available at the present time: 1.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO E-MAIL 9JDeploymentapps@nycourts.gov (E-MAIL SUBMISSIONS MUST BE SENT IN A SINGLE PDF.) OR 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 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: DECEMBER 1, 2010 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: DECEMBER 22, 2010**

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