



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 10233

POSITION TITLE: DEPUTY CHIEF CLERK IV **JG: 28**

LOCATION: NASSAU COUNTY SUPREME COURT

BASE SALARY: \$ 97,522 + \$4,300 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: 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.

ASSIGNMENT: Duties and responsibilities include assisting the Chief Clerk in the formulation and implementation of policies, programs and procedures, the coordination of court initiatives with non-court agencies, including assignment to committees and local projects; assisting with personnel management and supervision, operational processes and initiatives and assisting in the preparation of the annual budget; trains and supervises subordinate staff, management of case processing and statistical reporting; and a wide range of clerical and managerial duties.

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 six (6) 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 and cover letter by email to NassauPostings@nycourts.gov or by mail to:

HR ADMINISTRATOR
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: November 30, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 28, 2022

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.