UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3606

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

LOCATION: 3rd JUDICIAL DISTRICT
RENSSELAER COUNTY SURROGATE COURT

BASE SALARY: $ 61,863

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 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(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 also perform other related duties.

ASSIGNMENT:
This position will assume the duties of the Chief Clerk in the Clerk's absence. Duties and responsibilities include assisting with personnel management and supervision; budget management and control; management of case processing and statistical reporting operations; 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 to:

BARBARA DIAMOND - HUMAN RESOURCES
THIRD JUDICIAL DISTRICT OFFICE
2500 POND VIEW, SUITE 210
CASTLETON-ON-HUDSON, NY 12033

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 29, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 19, 2016

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