



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO. 1010**

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**POSITION TITLE:** CHIEF CLERK VI (SURROGATE'S COURT) **JG: 32**

**POSITION LOCATIONS:** SURROGATE'S COURT, NEW YORK COUNTY  
SURROGATE'S COURT, KINGS COUNTY

**BASE SALARY:** \$ 105,165 + LOCATION PAY \$3,697

**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 resource administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** An equivalent combination of education and experience. Applicants with a Law Degree preferred.

**DISTINGUISHING FEATURES OF WORK:**

Chief Clerks VI serve in a confidential capacity and are responsible for managing court operations related to case processing, budget and payroll preparation, deployment and management of nonjudicial personnel, coordination with non-court agencies, and other related duties. A Chief Clerk VI is also responsible for the receipt, accounting, and disbursing of fines, fees, bail and other public or custodial funds.

**ASSIGNMENT:**

Under the direction of the Surrogate(s), the Chief Clerk is responsible for the oversight of court operations related to case processing including probate, adoptions, administration, accounting, and guardianship; for the management and deployment of nonjudicial personnel; and budget preparation. The Chief Clerk also assists the Surrogate(s) in developing court policies and procedures and implementing new programs.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work 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: 2.

**NOTE:** APPLICANTS SHOULD INDICATE THE SPECIFIC LOCATION FOR WHICH THEY ARE APPLYING.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

MARIA LOGUS  
CHIEF OF STAFF  
OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE - NYC COURTS  
111 CENTRE STREET, ROOM 1137  
NEW YORK, NY 10013

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

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**POSTING DATE:** October 7, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 29, 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.**

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