



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 11012**

POSITION TITLE: Deputy Chief Clerk IV **JG:** 28

LOCATION: Family Court, Suffolk County (Central Islip/Riverhead)

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 and County, City, Family, and Surrogate's Courts. Deputy Chief Clerks 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 Clerks 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 Courts. Deputy Chief Clerks IV also perform other related duties.

ASSIGNMENT: In addition to acting in the absence of the Chief Clerk, this individual's areas of responsibility will include human resource management, court operations, budget preparation, fiscal oversight and monitoring special projects such as criminal history reconciliation, sex offense part, and sex offender risk level determination .

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

THOMAS F. LORITO
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NY 11722

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 8, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 29, 2010

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