



**PLEASE POST**

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
3<sup>RD</sup> JUDICIAL DISTRICT**

**Announcement Number: 3020**

**POSITION TITLE: Deputy Chief Clerk I JG: 18**

**LOCATION:** Greene County Multi Bench Court  
Third Judicial District  
Greene County Courthouse  
320 Main Street  
Catskill, NY 12414

**BASE SALARY: \$49,777 Annual**

**CLASSIFICATION: Exempt Confidential -Temporary**

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and one (1) year 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 Associate's degree (or completion of 60 college level credits) from an accredited college 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 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 I positions manage courts with new filings, averaged over three years, less than .75% of the statewide total (exclusive of New York City) of Supreme and County Courts or less than 1% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Deputy Chief Clerk I also perform other related duties.

**ASSIGNMENT:** Under the supervision of and in consultation with the Chief Clerk, the Deputy Chief Clerk will be responsible for the supervision and day to day operations of the Supreme and County Courts as well as the Specialty Courts. The duties include, but are not limited to: developing court policy, procedures and new programs; ensuring all court documents are complete and properly filed and court records are updated; coordinating the smooth operation of the court parts; preparing statistical reports concerning caseload activity; preparing court budgets on a cyclical basis and monitoring expenditures to ensure compliance with the allocations. Also, act as part clerk in the courts when necessary and act as the liaison to outside agencies and various community organizations; respond to inquiries from lawyers, the public, parties to proceedings and explain the complex procedural requirements; assume the duties of the Chief Clerk in her absence. Knowledge of databases, GroupWise and WordPerfect are preferred. Additional duties will be discussed at the time of the interview.

**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 is 1.

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:

Carol Schongar, District Executive  
Third Judicial District Administrative Judge's Office  
40 Steuben Street, 6<sup>th</sup> Floor  
Albany, NY 12207  
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

**POSTING DATE: December 15, 2010**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 7, 2011**

For employment opportunities in the Unified Court System, please go to [www.nycourts.gov](http://www.nycourts.gov)

The New York State Unified Court System is an Equal Opportunity Employer.  
Women, Minorities, and Individuals with Disabilities are encouraged to apply.