



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 35201

PROMOTIONAL OPPORTUNITY

POSITION TITLE: FIRST DEPUTY COUNTY CLERK, NYC **JG: 30**

POSITION LOCATIONS: NEW YORK COUNTY CLERK'S OFFICE
JURY DIVISION

BASE SALARY: \$ 94,366 + \$ 3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** Bachelor's degree from an accredited college or university and five (5) years of relevant administrative experience in a court, court agency, or law office; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

First Deputy County Clerks, New York City serve in a confidential capacity and assist in managing the operations in Offices of the County Clerks in New York City in such areas as records processing, documents review, juror management, budget and payroll preparation and personnel management. In the absence of other management personnel, a First Deputy County Clerk, New York City may assume the duties of the County Clerk.

ASSIGNMENT:

Responsible to the New York County Clerk for overseeing Jury Operations.

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 six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

Honorable Norman Goodman
New York County Clerk
60 Centre Street, Room 161
New York, NY 10007

POSTING DATE: DECEMBER 6, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** DECEMBER 28, 2012

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