



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 35602

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

**LOCATION:** NEW YORK COUNTY CLERK

**BASE SALARY:** \$ 98,183 + LOCATION PAY \$3,697

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** 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:**

The First Deputy County Clerk, NYC is responsible for assisting the County Clerk in managing specific operations within the County Clerk's Office. Duties include but are not limited to: supervising professional and clerical staff; formulating programs for effective operation of the office; implementing changes in procedures and operations; and responding to unusual inquiries.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter (additionally, a writing sample will be required if you are selected for an interview) to:

HONORABLE JUDGE MILTON A. TINGLING  
NEW YORK COUNTY CLERK  
NEW YORK COUNTY CLERK'S OFFICE  
60 CENTRE STREET, ROOM 161  
NEW YORK, NY 10007

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

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**POSTING DATE:** February 1, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 26, 2016

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