UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20308

POSITION TITLE: DEPUTY CHIEF CLERK V **JG:** 30

LOCATION: CIVIL COURT, NEW YORK CITY
CITYWIDE

BASE SALARY: $ 116,156 + $4,635 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 V are assigned to the Civil, Criminal and Family Courts in New York City where they are responsible for nonjudicial administration of court operations. Deputy Chief Clerks V serve in a confidential capacity and assist a Chief Clerk VII and a First Deputy Chief Clerk in managing court operations related to case processing, budget and payroll preparation, personnel management and employee relations, deployment of nonjudicial personnel and coordination with non-court agencies and performing other related duties. A Deputy Chief Clerk V is also responsible for the receipt, accounting, and disbursing of fines, fees, bail, and other public or custodial funds. In the absence of the Chief Clerk VII and the First Deputy Chief Clerk, the Deputy Chief Clerk V may assume the duties of the Chief Clerk of the Court. In courts with no First Deputy Chief Clerk, the Deputy Chief Clerk V is the second highest-ranking nonjudicial employee.

ASSIGNMENT: This position may serve as Borough Chief Clerk within the New York City Civil Court in an assigned Borough or in a citywide capacity within the court's citywide administrative office. Duties and responsibilities include overseeing daily operations in the Borough; overseeing landlord and tenant, civil and small claims parts; and managing critical operational functions and assignments.

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) and a resume by email to ChiefClerkCivil@nycourts.gov or by mail to:

Alia Razzaq
Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 6, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 3, 2023

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