



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 38204

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #38202 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION

POSITION TITLE: FIRST DEPUTY COUNTY CLERK, NEW YORK CITY **JG: 30****LOCATION:** QUEENS COUNTY CLERK'S OFFICE**BASE SALARY:** \$ 108,398 + \$4,300 LOCATION PAY**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:** Duties include, but are not limited to: overseeing the jury divisions; serving as a confidential assistant to the County Clerk; acting as a backup to the County Clerk; assisting in managing the operations and procedures of the County Clerk's office; preparing and participating in all budget decisions and budget requests; responding and implementing changes due to new legislative actions; training, supervising and coordinating all activities of subordinate staff performances; formulating and implementing changes and procedures to ensure efficient operations of the County Clerk's office; managing and assisting in the operations of record management, document review and juror management for procedure and protocol compliance; reading and interpreting all communications, correspondence and court documents; analyzing, establishing and implementing work priorities and reviewing, preparing and submitting all Public safety reports;**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 cover letter and resume by email to apheffer@nycourts.gov or by mail to:

HON. AUDREY I. PHEFFER
QUEENS COUNTY CLERK
88-11 SUTPHIN BLVD, ROOM -105
JAMAICA, NY 11435

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

POSTING DATE: June 1, 2022**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 29, 2022

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
