



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12603

POSITION TITLE: DEPUTY CHIEF CLERK IV

JG: 28

LOCATION: COURT OF CLAIMS
ALBANY, NY

BASE SALARY: \$ 90,095

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor`s degree from an accredited college or university 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 IV serve in a confidential capacity and are responsible for managing court operations related to case processing, budget and payroll preparation, deployment and management of nonjudicial personnel, coordination with non-court agencies, and other related duties. A Deputy Chief Clerk IV is also responsible for the receipt, accounting, and disbursing of fees and other public or custodial funds. In the absence of the Chief Clerk, the Deputy Chief Clerk IV may assume the duties of the Chief Clerk of the Court.

ASSIGNMENT: The Court of Claims is a Statewide court with jurisdiction over actions against the State of New York and certain public authorities. The court maintains 11 locations across the State. The Court of Claims Clerk's office fulfills administrative, court operations and judicial support functions for the court statewide. Duties and responsibilities of the Deputy Chief Clerk include assisting with workforce development, personnel management and supervision; budget development, procurement and fiscal office functions; operation of court facilities statewide; various judicial support functions; and a wide range of other managerial and clerical duties. Periodic travel throughout the state will be required.

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 and cover letter to:

EILEEN FAZZONE
CHIEF CLERK
NEW YORK STATE COURT OF CLAIMS
ROBERT ABRAMS BUILDING FOR LAW & JUSTICE
PO BOX 7344, CAPITOL STATION
ALBANY, NEW YORK 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 21, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 15, 2016

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