UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 21503

POSITION TITLE: DEPUTY CHIEF CLERK (ARRAIGNMENT PARTS) **JG:** 28

LOCATION: NEW YORK CITY CRIMINAL COURT
NY COUNTY - NIGHT COURT

BASE SALARY: $ 84,897 + LOCATION PAY $3,697

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: One year of permanent, competitive class service in the Principal Court Clerk title; **or** Bachelor`s degree from an accredited college or university and four (4) years of relevant work experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
A Deputy Chief Clerk (Arraignment Parts) is employed in Criminal Court, New York City and is responsible for coordinating activities of three (3) or more arraignment parts in an arraignment complex. Since arraignments may take place on a 24 hour basis the incumbent must be prepared to work on any shift that the need requires. A Deputy Chief Clerk (Arraignment Parts) devises and maintains caseflow methods, ensures optimal deployment of staff in the various arraignment parts, and acts as liaison with judges, court administrators, public officers, and the general public on matters relating to the arraignment process. A Deputy Chief Clerk (Arraignment Parts) reports to the Deputy Chief Clerk V and Chief Clerk of the Court and performs related duties as required.

ASSIGNMENT:
This position is located in NY County and oversees operation of the night arraignment parts. Duties include but are not limited to: coordinating the activities of the night arraignment parts; organizing the interaction of the court, judges, attorneys, nonjudicial administrators and the general public in all matters pertaining to the arraignment process; and ensuring adequate coverage is maintained in the arraignment parts.

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 to:

JUSTIN BARRY
CHIEF CLERK VII
NEW YORK CITY CRIMINAL COURT
100 CENTRE STREET - ROOM 316
NEW YORK, NEW YORK 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 14, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 5, 2015

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