



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

DEPUTY CHIEF CLERK II

Effective Date: 01/26/2006
Title Code Number: 9461005
Salary Grade: 21
Jurisdictional Classification: EX-CONF

DISTINGUISHING FEATURES OF WORK:

Deputy Chief Clerks are the second highest ranking nonjudicial employees in Supreme and County, City, Family, and Surrogate's Courts. Deputy Chief Clerks are responsible to Chief Clerks, Judge(s), regional court administrators, and the Office of Court Administration for managing all aspects of court operations and nonjudicial case processing activities. Deputy Chief Clerks serve in a confidential capacity and supervise subordinate personnel, allocate court resources, prepare annual budget requests, make employee selection decisions, and are responsible for the receipt, accounting and disbursement of fines, bail fees, and other public or custodial funds. Deputy Chief Clerk II positions manage courts with new filings, averaged over three years, between .75% and 1.5% of the statewide total (exclusive of New York City) of Supreme and County Courts or between 1% and 2% of the statewide total (exclusive of New York City) in the City, Family, and Surrogate's Court. Deputy Chief Clerk II also perform other related duties.

TYPICAL DUTIES:

Directly supervises a large staff of court operations personnel in the court.

Assigns case processing tasks to clerical staff and supervises their work.

Assists in preparing the annual court budget.

Responds to unusual inquiries from attorneys, parties to court proceedings, and the public.

Takes minutes at court proceedings.

Receives and files summonses, wills, affidavits, indictments, and other legal documents and reviews petitions for form and accuracy.

Prepares and annotates court calendars.

Collects fines, reconciles daily receipts, deposits receipts, prepares reports for monthly disbursements, reconciles bank statements, and prepares administrative reports.

Reviews remand forms, orders, and other court documents for accuracy.

Assists members of the public in preparing forms for civil and small claims actions.

Enters conviction(s) on drivers' licenses and prepares conviction forms for the Department of Motor Vehicles.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the functions and organization of the Unified Court System.

Knowledge of basic legal terminology, codes and abbreviations.

Knowledge of court forms, practices and procedures.

Knowledge of personnel, budgeting, and other administrative practices and procedures.

Ability to effectively communicate information and express ideas in individual or group situations.

Ability to read legal documents and ascertain any defects in form, content and accuracy.

Ability to refer to appropriate documents, books, citations or other sources in order to respond to specific questions from attorneys, litigants and the general public.

Ability to clearly communicate written information and apply basic rules of English grammar, usage and sentence structure.

Ability to identify problems and recommend solutions.

Ability to establish procedures to monitor or regulate activities.

Ability to evaluate work priorities.

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to handle explosive situations in a calm and diplomatic manner.

Ability to handle confidential material.

Ability to interpret policies, statutes, rules and regulations and adapt them to specific instructions and directives.

RELATED TITLES:

Title	Position in Title Series	Distinguishing Characteristics
Deputy Chief Clerk I	JG-18	Assists in managing Supreme and County Courts with less than .75% of the statewide filings (outside of New York City) or less than 1% of filings in Family, Surrogate's and City courts (outside of New York City)
Deputy Chief Clerk II	JG -21	Assists in managing Supreme and County Courts with between .75% and 1.5% of the statewide filings (outside of New York City) or between 1% and 2% of filings in Family, Surrogate's and City courts (outside of New York City)
Deputy Chief Clerk III	JG-24	Assists in managing Supreme and County Courts with between 1.5% and 3% of the statewide filings (outside of New York City) or between 2% and 4% of filings in Family, Surrogate's and City courts (outside of New York City)
Deputy Chief Clerk IV	JG-28	Assists in managing Supreme and County Courts with more than 3% of the statewide filings (outside of New York City) or more than 4% of filings in Family, Surrogate's and City courts (outside of New York City)

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and two (2) 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.