



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 24602

POSITION TITLE: CHIEF CLERK VII **JG:** NS

LOCATION: SUPREME COURT, CRIMINAL TERM - NEW YORK COUNTY

BASE SALARY: Salary Determined Upon Qualifications and Experience of Successful Candidate

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university **and** six (6) years of work experience involving managerial responsibilities such as human resource 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:

Chief Clerks VII are the highest-ranking nonjudicial employees in the courts. Chief Clerks VII serve in a confidential capacity and are responsible for 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 for performing other related duties. A Chief Clerk VII is also responsible for the receipt, accounting, and disbursing of fines, fees, bail and other public or custodial funds.

ASSIGNMENT:

Under direction of the Administrative Judge, the Chief Clerk is responsible for the oversight of court operations related to case processing including felony cases, misdemeanor cases, domestic violence court, drug court, mental health court, veterans court and other criminal litigation matters; for the management and deployment of non-judicial personnel; and budget preparation. The Chief Clerk also assists the Administrative Judge in developing court policies and procedures and implementing new programs.

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 with cover letter to:

Maria Logus
Chief of Staff
Office of the Deputy Chief Administrative Judge - NYC Courts
111 Centre Street, Room 1128
New York, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 15, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 6, 2016

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