



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20511

POSITION TITLE: FIRST DEPUTY CHIEF CLERK **JG: 32**

LOCATION: CIVIL COURT, NEW YORK CITY
CITYWIDE

BASE SALARY: \$ 133,330 + \$ 4,775 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) 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: A First Deputy Chief Clerk is the primary deputy chief clerk in the New York City Civil Court, the New York City Criminal Court, and the Family Court in the City of New York, and in the largest Supreme Courts in the State. First Deputy Chief Clerks serve in a confidential capacity to the Administrative Judge and the Chief Clerk VII in formulating, or implementing policy related to court operations including case processing, fiscal and personnel activities, employee relations, and deployment of nonjudicial personnel. They also formulate and implement policies and procedures to coordinate court activities with non-court agencies, may be assigned to participate on intercourt committees and projects, and perform other related duties. A First Deputy Chief Clerk is also responsible for the receipt, accounting and disbursing of fines, fees, bail and other public or custodial funds. In the absence of the Chief Clerk VII, the First Deputy Chief Clerk may assume the duties of the Chief Clerk of the Court.

ASSIGNMENT: This position will provide support to the Administrative Judge, Chief Clerk, and court administrators in all aspects of court operations and will assume the duties of the Chief Clerk in the Clerk's absence.

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 required 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 by email to ChiefClerkCivil@nycourts.gov or by mail to:

Tanya Faye
Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: February 5, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 5, 2025

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