



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POSTANNOUNCEMENT NO. 22527_Extended

POSITION TITLE: ASSISTANT DEPUTY CHIEF CLERK**JG: 28****LOCATION:** FAMILY COURT, NEW YORK CITY
CITYWIDE**BASE SALARY:** \$ 110,853 + \$4,920 LOCATION PAY**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

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. **Current Assistant Deputy Chief Clerks are encouraged to apply.**

DISTINGUISHING FEATURES OF WORK: Assistant Deputy Chief Clerks serve as the assistant to the Deputy Chief Clerk V, responsible for court operations in the New York, Kings, Queens, Bronx and Richmond County locations of the New York City Civil Court, the New York City Criminal Court, and the Family Court in the City of New York, or for centralized citywide operations of one of these courts. Assistant Deputy Chief Clerks serve in a confidential capacity and are responsible for assisting in managing court operations related to case processing, budget and payroll preparation, deployment and management of non judicial personnel, coordination with non-court agencies, and other related duties. An Assistant 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 Deputy Chief Clerk V, the Assistant Deputy Chief Clerk may assume the duties of the Deputy Chief Clerk V.

ASSIGNMENT: This position is assigned to the New York City Family Court Administrative Office and requires a comprehensive understanding of Family Court operations, with familiarity in the following specialties: CVO (Custody, Visitation, Orders of Protection), CP (Child Protection), JD (Juvenile Delinquency), and Child Support. Primary Responsibilities include but are not limited to: Oversight of Human Resources and Fiscal Departments: provide leadership, guidance, and administrative support to ensure smooth, compliant operations within both departments; Disciplinary Process Support: assist in reviewing and participating in counseling sessions, drafting disciplinary memos to the Deputy Chief Administrative Judge (DCAJ), and maintaining documentation related to disciplinary actions; Performance Management: support the performance evaluation process by gathering, tracking, and reviewing interim and final employee evaluations to ensure timely and consistent completion; Protocol Enforcement: monitor and enforce citywide operational protocols, including but not limited to evidence processing procedures, to ensure uniform compliance across all departments; Newsletter: develop and maintain a quarterly newsletter; Equal Justice: assist with oversight of equal justice initiatives citywide and; Administrative and Clerical Support: perform various clerical and administrative tasks in support of citywide operations, as assigned by the Administrative Office.

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 and cover letter by email to NYCFCHR@nycourts.gov or by mail to:

EUGENE HURLEY
CHIEF CLERK
NEW YORK CITY FAMILY COURT
60 LAFAYETTE STREET
NEW YORK, NEW YORK 10013

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

POSTING DATE: June 16, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 28, 2025

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