



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20616

POSITION TITLE: ASSISTANT DEPUTY CHIEF CLERK **JG: 28**

LOCATION: NEW YORK CITY CIVIL COURT
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 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: Assistant Deputy Chief Clerks serve as the assistant to the Deputy Chief Clerk V, responsible for court operations in the New York, Kings, Queens and Bronx 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: The duties of this position include, but are not limited to: assisting in the supervision of clerical and professional court personnel; monitoring the operations of trial parts to ensure efficient use of resources; representing the court in discussions with internal and external stakeholders; consulting with judges and court administrators to develop and implement court policies, programs, and uniform procedures; maintaining standardized training materials and operational guidance; ensuring compliance with statutory requirements, administrative directives, and internal controls; reviewing and updating court forms, templates, and instructions; developing plain-language resources for the public; supporting improvements to the court's website and public-facing materials; tracking legislative and policy changes impacting court operations; and advising court leadership on best practices, innovation, and operational improvements.

Working under the supervision of the Chief Clerk, the Assistant Deputy Chief Clerk may also oversee the Court Clerk Training Specialist unit and lead the development and delivery of training programs for newly hired non-judicial staff, as well as ongoing professional development for existing staff. The position may serve as the court's primary liaison for electronic filing and other technology initiatives, including coordination with the Unified Court System Division of E-Filing, and support the implementation and enhancement of case management systems and related platforms.

Current Assistant Deputy Chief Clerks within New York City Civil Court are welcome to apply for this citywide administrative role.

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), a cover letter and 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: April 1, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 29, 2026

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