



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 38601

POSITION TITLE: CHIEF DEPUTY COUNTY CLERK, NYC **JG: 31**

LOCATION: QUEENS COUNTY CLERK'S OFFICE

BASE SALARY: \$130,061 + \$ 4,920 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Masters degree from an accredited college or university and four (4) years of relevant administrative experience in a court, court agency, or law office; or Bachelor's degree from an accredited college or university and six (6) years of relevant administrative experience in a court, court agency, or law office; or An equivalent combination of education and experience. **Applicants must possess supervisory experience, excellent written and oral communication skills, and strong organizational abilities. Preference will be given to candidates with extensive demonstrated related experience and knowledge of the Queens County Clerk Digital Business Platform applications including the Jury Management System, Peoplesoft, HR and SFS/Budget Management Systems.**

DISTINGUISHING FEATURES OF WORK: Chief Deputy County Clerks, New York City are the second highest ranking employees in County Clerks offices that have more than one hundred employees. Incumbents serve in a confidential capacity and assist the County Clerk in managing the operations of the County Clerk's Office in such areas as records processing, documents review, juror management, budget and payroll preparation and personnel management. In the absence of the County Clerk the Chief Deputy County Clerk, New York City may assume the duties of the County Clerk.

ASSIGNMENT: Under the direction of the County Clerk/Commissioner this position will serve in a confidential executive capacity as the Chief Deputy County Clerk responsible for the management and supervision of the Commissioner of Jurors Office which includes, but is not limited to, the operational oversight of multiple locations and personnel, the collection and statistical analysis of various performance measurements, and serving as the liaison to the courts and various stakeholders. In addition, the Chief Deputy will oversee the management of all QCC Human Resources for both County Clerk and Commissioner of Jurors Offices and various other administrative, budgetary, and facilities management duties as delegated by the County Clerk/Commissioner. The Chief Deputy County Clerk is an executive officer reporting directly to the County Clerk/Commissioner and may be responsible for acting in the absence of the Commissioner.

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

HON. AUDREY I. PHEFFER
QUEENS COUNTY CLERK
88 11 SUTPHIN BLVD, ROOM-105
JAMAICA, NY 11435

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 19, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 16, 2026

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.