



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**ANNOUNCEMENT NO. 38601\_Extended

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**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 of Jurors, the Chief Deputy County Clerk functions as a senior executive responsible for the management and oversight of the Commissioner of Jurors Office, including operations across multiple jury locations, supervision of personnel, and the development and analysis of performance metrics. This role requires ongoing coordination with judges, court administrators, and key stakeholders, and is performed in a confidential capacity, including the establishment and enforcement of procedures related to juror compliance. The Chief Deputy plays a central role in developing policies, administrative frameworks, standardized procedures, and program initiatives, while directing workflow, establishing priorities, ensuring quality control, and overseeing staff development and performance. The position also oversees all Human Resources functions for both the County Clerk's Office and the Commissioner of Jurors Office. Reporting directly to the County Clerk/Commissioner, the Chief Deputy serves as an executive officer and may act on behalf of the Commissioner as needed.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [apheffer@nycourts.gov](mailto: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.](#)**

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**POSTING DATE:** March 19, 2026**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 15, 2026

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