



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52828

POSITION TITLE: SENIOR APPELLATE OFFICE ASSISTANT(PART-TIME, 50%) **JG: 09**

LOCATION: GRIEVANCE COMMITTEE, 10th JUDICIAL DISTRICT
150 Motor Parkway, Suite 102
Hauppauge, NY 11788

BASE SALARY: \$32,912(50%) + LOCATION PAY \$4,000 (50%)

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of clerical experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Senior Appellate Office Assistants work with a limited degree of independence on office clerical and other related tasks in the Appellate Terms and Appellate Divisions of the Supreme Court. They may also serve as receptionists or information clerks, and work in Appellate Division law libraries.

ASSIGNMENT: The individual selected will provide front desk and receptionist duties, as well as administrative and clerical support to a staff of attorneys and investigators. Responsibilities will include, but not be limited to, answering and monitoring telephones, greeting visitors, receiving and distributing mail, typing, word processing, document preparation, filing, photocopying, record keeping in a computer database and/or any other clerical support, as necessary. Excellent telephone, typing, proofreading, and word processing skills are required. Proficiency with WordPerfect is preferred. Must be able to handle sensitive matters in a confidential manner.

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 to:

Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Human Resources Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 26, 2018 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 17, 2018

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