

**PLEASE POST**

ANNOUNCEMENT NO. 1604

PROMOTIONAL OPPORTUNITY

POSITION TITLE: COURT REVENUE ASSISTANT**JG: 14****LOCATION:** NEW YORK CITY**BASE SALARY:** \$41,378 + \$ 3,697 LOCATION PAY**CLASSIFICATION:** PROVISIONAL***QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; and one (1) year of permanent competitive class service in the Senior Court Office Assistant, Senior Court Office Assistant (Keyboarding) or Senior Data Recording Assistant title or; Two (2) years of permanent competitive class service in the Court Office Assistant, Court office Assistant (Keyboarding) or Data Recording Assistant title.**ADDITIONAL INFORMATION:** As part of the screening process for this position, candidates will be required to participate in a formal assessment.***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.****DISTINGUISHING FEATURES OF WORK:** Under direct supervision of a Chief Clerk, Deputy Chief Clerk or other supervisory personnel. Court Revenue Assistants serve as cashiers performing fiscal tasks in which mathematical calculations are fundamental including accepting fees, fines, bail or other payments; disbursing funds including the refund of bail, and performing daily cash drawer and monthly bank statement reconciliations. Court Revenue Assistants may also perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, retrieving material from files, providing information at public counters, and other related duties.**ASSIGNMENT:** NYC Criminal Court, Kings County Clerk's Office, Richmond County Clerk's Office, New York Surrogates' Court, Kings' Surrogates' Court and Richmond Surrogate's Court**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. Positions available at this time: 11.**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: ASM@nycourts.gov or by mail to:APPOINTMENTS AND SYSTEMS MANAGEMENT OFFICE
OFFICE OF COURT ADMINISTRATION
DIVISION OF HUMAN RESOURCES - RM 1058
25 BEAVER STREET
NEW YORK, NY 10004**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

POSTING DATE: February 18, 2016**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 3, 2016

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.
