



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51405

POSITION TITLE: LAW STENOGRAPHER **JG: 14**

LOCATION: DEPARTMENTAL DISCIPLINARY COMMITTEE, FIRST DEPARTMENT

BASE SALARY: \$ 40,567 + \$ 3,697 LOCATION PAY

CLASSIFICATION: COMPETITIVE / PROVISIONAL

QUALIFICATIONS: Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one year of legal stenographic experience; **or** Two years of legal stenographer experience; **or** An equivalent combination of education and work experience.

DISTINGUISHING FEATURES OF WORK:

Law Stenographers primarily work in a pool setting and are responsible for providing legal stenographic and keyboarding services for two or more judges or groups of law assistants, law clerks, and administrative personnel in courts located in counties entirely within cities or in counties with populations exceeding 400,000. They may be assigned to provide personal secretarial services to judges for less than one full term. They also perform clerical and other related duties.

ASSIGNMENT:

This position is assigned to the Departmental Disciplinary Committee, located at 61 Broadway.

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 cover letter and resume to:

Susanna Molina Rojas
Clerk of the Court
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 16, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 7, 2014

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.
