



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52406

POSITION TITLE: SECRETARY TO COMMITTEE ON CHARACTER AND FITNESS **JG:** NS

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
45 Monroe Place
Brooklyn, New York 11201

BASE SALARY: \$ 125,317 + LOCATION PAY \$3,697

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Law degree from an accredited law school and five (5) years of relevant work experience; **or** An equivalent combination of education and experience. Preference will be given to applicant with business administration background.

DISTINGUISHING FEATURES OF WORK:

The Secretary to the Committee on Character and Fitness administers the Committee that reviews the character and fitness of candidates for admission to the Bar. The Secretary supervises the processing of admission papers for attorneys who have passed the Bar, supervises the inquiry into applicants' fitness, and performs other related duties.

ASSIGNMENT:

The individual selected will be responsible for reviewing applications for admission on motion to the Bar of the State of New York, applications for admission as a legal consultant in the State of New York, and applications by attorneys suspended or disbarred seeking reinstatement; monitoring the progress of applications in all cases to ensure prompt determinations; scheduling and attending subcommittee hearings; assisting in the preparation of agenda for all full committee meetings; attending swearing-in ceremonies of Second Department applicants for admission to the New York State Bar; training and supervision of 5 clerical staff members. Applicant must possess strong supervisory, communication and interpersonal abilities as well as being service oriented.

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: May 20, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 11, 2014

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