



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1419

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**POSITION TITLE:** SUPERVISING COURT AIDE **JG: 14**

**LOCATION:** OCA - DIVISION OF ADMINISTRATIVE SERVICES  
ALBANY, NY

**BASE SALARY:** \$ 40,567

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** One year of service in the Court Aide title; **or** High school diploma or the equivalent; **or** An equivalent combination of education and experience.

Possession of a New York State valid drivers license in required.

**DISTINGUISHING FEATURES OF WORK:**

Under general supervision, Supervising Court Aides are responsible for supervising all Court Aides in a court or agency having a minimum of 3 such positions, and for coordinating the transportation of bulk objects, files, and equipment. Supervising Court Aides supervise the preservation of court records including maintaining complete case files, binding documents, microfilming case papers, and recording information on supplemental index records. Supervising Court Aides also perform messenger duties and a variety of clerical and other related tasks.

**ASSIGNMENT:**

This position will be assigned to Division of Administrative Services, Central Services Unit. This position will be responsible for operating a motor vehicle to deliver court and other documents, and materials to courts, government agencies and other buildings. Other responsibilities will include delivering office supplies, copy and computer paper, photocopy reproductions and various items to Courts and Agencies throughout New York State. Other duties may include maintenance of state owned vehicles, cleaning and organizing the warehouse facility and operating photocopy reproduction equipment.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work 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 to:

**Franklin D Mahoney, Supervisor**  
**Office of Court Administration**  
**Central Services Unit**  
**42 Karner Road**  
**Albany, New York 12205**

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** December 11, 2104 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 5, 2015

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