



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 4408

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**POSITION TITLE:** SECRETARY TO JUDGE **JG: 17**

**LOCATION:** 4<sup>TH</sup> JUDICIAL DISTRICT  
SCHENECTADY COUNTY FAMILY COURT

**BASE SALARY:** \$ 47,976

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of legal secretarial experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Secretaries to Judges provide personal and confidential legal secretarial services and perform other related duties for judges who serve in the Supreme Court, Court of Claims, City, Family, County, Surrogate's and District Courts. Secretaries to Judge may also perform clerical and reporting duties in a courtroom or court office. In courts where the Secretary to Judge provides personal and confidential legal secretarial services for more than one judge, the appointing authority is the Chief Administrative Judge.

**ASSIGNMENT:**

This position will provide personal and confidential secretarial services to the Honorable Jill Polk.

**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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

JOANNE B. HAELEN  
DISTRICT EXECUTIVE  
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
65 SOUTH BROADWAY, SUITE 101  
SARATOGA SPRINGS, NY 12866  
518-285-5099

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

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**POSTING DATE:** November 17, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 9, 2014

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