UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 8405

POSITION TITLE: SECRETARY TO JUDGE (PART-TIME) **JG:** 17

LOCATION: BUFFALO CITY COURT

BASE SALARY: $ 47,976 @ (50%)

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:
Buffalo City Court is seeking a Secretary to Judge on a half-time basis.

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 by mail to:

MARIE VILLARI - PRINCIPAL ADMINISTRATIVE ASSISTANT
8th JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202
(716) 845-2505

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 1, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 23, 2014

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