



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 11004**

POSITION TITLE: Senior Court Office Assistant (Keyboarding) **JG:** 12

LOCATION: District Court, Suffolk County (Central Islip/Hauppauge/Huntington/Lindenhurst/Patchogue/Ronkonkoma)

BASE SALARY: \$35,434 @ 50% + \$3,697 @ 50% LOCATION PAY

CLASSIFICATION: Temporary **

QUALIFICATIONS: One year of permanent, competitive class service as a Court Office Assistant, Court Office Assistant (Keyboarding) or other position in the office clerical title series; **or** High School diploma or the equivalent and two (2) years of clerical experience.

DISTINGUISHING FEATURES OF WORK:

Senior Court Office Assistants (Keyboarding) use an understanding of administrative and legal requirements, policies, and procedures to work with a limited degree of independence preparing or modifying electronic records or written material using keyboarding skills. Senior Court Office Assistants (Keyboarding) may perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants (Keyboarding) may work at public counters as information clerks, and may also work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and perform other related duties. Senior Court Office Assistants (Keyboarding) are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

ASSIGNMENT: Duties include preparing files, data entry, filing, answering telephones, working public counters and other clerical responsibilities. May require weekends and/or holidays.

**** This is a temporary, part-time assignment**

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 three (3) 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

WARREN G. CLARK, CHIEF CLERK
SUFFOLK COUNTY DISTRICT COURT
400 CARLETON AVENUE
CENTRAL ISLIP, NY 11722

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 17, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 31, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.