



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 11021**

POSITION TITLE: LAW STENOGRAPHER **JG: 14**

LOCATION: Supreme Court, Riverhead, Central Islip, Suffolk County

BASE SALARY: \$39,771 + \$3,697 LOCATION PAY

CLASSIFICATION: **Provisional**

QUALIFICATIONS: Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one year of legal stenographic experience or two years of legal stenographic experience or an equivalent combination of education and work experience.

DISTINGUISHING FEATURES OF WORK:

Law Stenographers primarily work in a pool setting and are responsible for providing legal stenographic and keyboarding services for two or more judges or groups of law assistants, law clerks, and administrative personnel in courts located in counties entirely within cities or in counties with populations exceeding 400,000. They may be assigned to provide personal secretarial services to judges for less than one full term. They also perform clerical and other related duties.

ASSIGNMENT: This position will be assigned to the Law Department.

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

Mr. Michael Scardino, Chief Clerk
Supreme Court
1 Court Street
Riverhead, NY 11901

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 20, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 3, 2010

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