UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 21001

POSITION TITLE: COURT AIDE **JG**:10

LOCATION: CRIMINAL COURT, CITYWIDE

BASE SALARY: $30,342 + LOCATION PAY $3,555

CLASSIFICATION: **NON-COMPETITIVE**

QUALIFICATIONS: SUCCESSFUL COMPLETION OF THE EIGHTH GRADE **OR** THE EQUIVALENT; OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE. WHILE THESE ARE MINIMUM QUALIFICATIONS FOR THIS TITLE, CONSIDERATION MAY BE GIVEN TO EDUCATION AND EXPERIENCE DIRECTLY RELATED TO THE ASSIGNMENT.

DISTINGUISHING FEATURES OF WORK:
Court Aides are responsible for transporting furniture, equipment, and other bulk objects between offices, courtrooms, judge's chambers, and other courthouse locations. Court Aides also perform messenger duties and a variety of routine clerical and other related tasks.

ASSIGNMENT: NEW YORK CITY CRIMINAL COURT - CITYWIDE

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 at http://www.nycourts.gov/careers/UCS5.pdf) and a resume to:

ADA H. MOLINA
PERSONNEL
CRIMINAL COURT, NEW YORK CITY
111 CENTRE STREET - ROOM 837
NEW YORK, NEW YORK 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: February 3, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 24, 2010

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