



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 24007

POSITION TITLE: PRINCIPAL SECRETARY TO JUDGE **JG: 19**

LOCATION: SUPREME COURT - CRIMINAL TERM, NEW YORK CITY

BASE SALARY: \$ 52,524 + LOCATION PAY \$3,697

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and four (4) years of legal secretarial experience requiring stenography; **or** Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and three (3) years of legal secretarial experience requiring stenography; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Principal Secretaries to Judges provide personal and confidential legal and administrative secretarial services and perform other related duties for Deputy Chief Administrative Judges, Administrative Judges in the Third through Ninth Judicial Districts, Administrative Judges of Nassau and Suffolk Counties, and Administrative Judges of the Court of Claims and the Supreme, Civil, Criminal, and Family Courts in the City of New York.

ASSIGNMENT: THE INDIVIDUAL HIRED FOR THIS POSITION WILL REPORT DIRECTLY TO THE ADMINISTRATIVE JUDGE

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

ROSE HALLORAN
PERSONNEL DEPARTMENT
SUPREME COURT- CRIMINAL TERM, NEW YORK CITY
100 CENTRE STREET, ROOM 1201
NEW YORK, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 28, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 19, 2010

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