



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 27601

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** SUPERVISING COURT AIDE **JG: 14**

**LOCATION:** SUPREME COURT- CRIMINAL TERM, QUEENS COUNTY

**BASE SALARY:** \$ 41,378 + \$ 3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One year of service in the Court Aide title; **or** High school diploma or the equivalent; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Under general supervision, Supervising Court Aides are responsible for supervising all Court Aides in a court or agency having a minimum of 3 such positions, and for coordinating the transportation of bulk objects, files, and equipment. Supervising Court Aides supervise the preservation of court records including maintaining complete case files, binding documents, microfilming case papers, and recording information on supplemental index records. Supervising Court Aides also perform messenger duties and a variety of clerical and other related tasks.

**ASSIGNMENT:**

This position is responsible for supervising the Court Aides assigned to the Kew Gardens Courthouse. Duties include but are not limited to: developing unit procedures, establishing priorities, and assigning work; carrying files and other items; rearranging office equipment and furnishings; stocking supplies and maintaining inventory; filling case papers; transporting court documents; operating office machinery; sorting and distributing mail; and performing general clerical tasks. Candidates must have the ability to lift and carry objects that weigh up to fifty pounds and the ability to stand and walk for lengthy periods.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work 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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

MAUREEN D'AQUILA  
CHIEF CLERK VII  
SUPREME COURT - CRIMINAL TERM, QUEENS COUNTY  
125-01 QUEENS BLVD.  
KEW GARDENS, NY 11415

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**POSTING DATE:** January 28, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 22, 2016

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The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

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