



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 28002

AMENDED

POSITION TITLE: LAW STENOGRAPHER TO ACTING JUSTICE **JG: 17**

LOCATION: RICHMOND COUNTY, SUPREME COURT

BASE SALARY: \$ 47,033 + LOCATION PAY \$ 3,697

CLASSIFICATION: **NONCOMPETITIVE/CONFIDENTIAL**

QUALIFICATIONS: One year of permanent, competitive class service in the Law Stenographer title; **or** Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and two (2) years of legal stenographic experience; **or** Three years of legal stenographic experience; **or** An equivalent combination of education and work experience.

DISTINGUISHING FEATURES OF WORK:

Law Stenographers to Acting Justice are assigned full-time to no more than two (2) judges designated as Acting Justices of the Supreme Court for one or more full terms. Law Stenographers to Acting Justice are responsible for providing personal and confidential secretarial, legal stenographic and keyboarding services for judges in courts located in counties entirely within cities or in counties with populations exceeding 400,000. They also perform clerical and other related duties.

ASSIGNMENT: SECRETARY TO ACTING SUPREME COURT JUSTICE CATHERINE M. DIDOMENICO
RICHMOND COUNTY, SUPREME COURT

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

HON. CATHERINE M. DIDOMENICO
JUSTICE SUPREME COURT RICHMOND
SUPREME COURT
355 FRONT STREET
STATEN ISLAND, NY 10304

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 16, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 7, 2010

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