UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 39003

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

LOCATION: RICHMOND COUNTY CLERK'S OFFICE

BASE SALARY: $ 31,557 + LOCATION PAY $3,697

CLASSIFICATION: **TEMPORARY/INDEFINITE**

QUALIFICATIONS: Successful completion of the eighth grade or the equivalent.

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

ASSIGNMENT: RICHMOND COUNTY CLERK'S OFFICE

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:

RONALD ARABIA
DEPUTY COUNTY CLERK & CHIEF OF STAFF
OFFICE OF THE RICHMOND COUNTY CLERK
130 STUYVESANT PLACE
STATEN ISLAND, NY 10301

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 27, 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.