



**UCS-23
EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
4TH JUDICIAL DISTRICT**

PLEASE POST
ANNOUNCEMENT NO. **4013**

POSITION TITLE: PRINCIPAL ADMINISTRATIVE ASSISTANT **JG:** 30
LOCATION: FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE, SARATOGA SPRINGS, NY
BASE SALARY: \$94,366 ANNUALLY
CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One (1) year in the Senior Administrative Assistant title; **or** Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; **or** equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Principal Administrative Assistants work under direct supervision of an Administrative Judge providing managerial analysis of court structures and operations and staff assistance to the Administrative Judge in the management of court activities. Principal Administrative Assistants may oversee special projects, prepare reports, or have responsibility for management of particular areas of court operations.

ASSIGNMENT: This position will be assigned to the Fourth Judicial District Administrative Office assisting the District Executive and Administrative Judge. **Frequent travel throughout the district will be required.**

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.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) AND A RESUME TO:

**JOANNE B. HAELEN, DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
65 SOUTH BROADWAY, SUITE 101
SARATOGA SPRINGS, NY 12866
518-285-5099**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 6, 2010 APPLICATION MUST BE POSTMARKED OR RECEIVED BY: October 28, 2010

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