



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52409

**PROMOTIONAL OPPORTUNITY****POSITION TITLE:** CHIEF OFFSET PRINTING MACHINE OPERATOR **JG: 15****LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT**BASE SALARY:** \$ 42,134 + \$3,697 LOCATION PAY**CLASSIFICATION:** COMPETITIVE/PROVISIONAL\***QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** Three years of permanent, competitive class service in the Offset Printing Machine Operator title; **or** An equivalent combination of education and work experience.

**\*Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

**DISTINGUISHING FEATURES OF WORK:**

Chief Offset Printing Machine Operators oversee the work of Principal Offset Printing Machine Operators and lower level personnel engaged in duplicating and printing written material in courts or court agencies. They are responsible for supervising subordinate staff, operating complex duplicating and printing machinery, maintaining the unit's records, distributing all materials prepared by the unit, and performing clerical and other related duties.

**ASSIGNMENT:**

The successful applicant will be responsible for reproducing materials including legal and confidential documents; proofreading documents for accuracy; performing and maintaining an inventory of necessary printing related supplies; and coordinating with other departments relating to time sensitive matters.

**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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT  
45 MONROE PLACE  
BROOKLYN, NEW YORK 11201  
ATTENTION: MARY O'DONOGHUE, PERSONNEL DIRECTOR

**POSTING DATE:** JULY 30, 2014**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** AUGUST 20, 2014

**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.**