POSITION TITLE: SECRETARY

LOCATION: MENTAL HYGIENE LEGAL SERVICE
1 METROTECH CENTER, BROOKLYN, NY 11201

BASE SALARY: $44,786 + LOCATION PAY $4,200

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of general or legal secretarial experience requiring stenography; or satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one (1) year of general or legal secretarial experience; requiring stenography; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Secretaries provide personal and confidential secretarial services and perform other related duties for the following non-judicial administrators; Chief Clerks VII, Chief Clerks VI, Directors of the Mental Health Information Service, Executive Assistants, Directors and Deputy Directors of units within the Office of Court Administration and other administrative positions of comparable responsibility.

ASSIGNMENT: Provide personal and confidential secretarial services; data entry; prepare travel vouchers; monitor court calendars; compose correspondence for supervisor’s signature; maintain office files and personnel records; screen visitors, telephone calls, mail and other confidential material; confer with judges, administrative and court personnel at supervisor's request; take and transcribe dictation of correspondence, reports and other typical office materials; proofread typed material for accuracy and correct grammar, spelling and punctuation; sort, log, distribute and circulate mail and coordinate the distribution of confidential materials; and take notes and minutes at conferences and meetings. Candidates must be proficient in Microsoft Outlook, Microsoft Excel, Microsoft Word and WordPerfect. Punctuality and strong interpersonal and organizational skills are required.

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:

MICHAEL NEVILLE, DIRECTOR
MENTAL HYGIENE LEGAL SERVICE
APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT
600 OLD COUNTRY ROAD, SUITE 224
GARDEN CITY, NEW YORK 11530

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 18, 2019
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 10, 2019

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