



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53608

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**POSITION TITLE:** SECRETARY **JG: 14**

**LOCATION:** APPELLATE DIVISION, 3<sup>RD</sup> DEPARTMENT  
COMMITTEE ON PROFESSIONAL STANDARDS  
ALBANY, NY

**BASE SALARY:** \$42,204

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of general or legal secretarial experience; or satisfactory completion of a certified business or commercial course beyond the high school level including secretarial course work and one (1) year of general or legal secretarial experience; 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 individual, 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:** This position will provide support for the attorneys and investigators in the Committee on Professional Standards office with respect to complaints of professional misconduct filed against attorneys. Duties include, but are not limited to, secretarial, administrative and clerical tasks, word processing, preparing and revising correspondence and legal documents under supervision of attorneys, editing and finalizing documents, document organization and filing, case management system data entry and maintenance, opening and maintaining files including digital files, maintenance of calendars and tasks, answering and routing telephone calls, managing attorneys' calendars, and various other legal administrative duties assigned by the Chief Attorney. Candidates should have exceptional organizational skills and computer skills, including proficiency in Microsoft Outlook, Word and Excel. Legal secretarial/administrative experience along with experience working in the litigation area of practice is preferred.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter, resume and references by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 23, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 14, 2016

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**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.**

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