

PLEASE POST



UCS-23

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

**State of New York  
UNIFIED COURT SYSTEM  
3RD JUDICIAL DEPARTMENT**

Posting No. 53908

The Mental Hygiene Legal Service, Third Judicial Department, is currently seeking a Senior Court Office Assistant (Keyboarding).

**Position Title:** Senior Court Office Assistant (Keyboarding), Part-Time **JG:** 12

**Location:** Appellate Division, 3<sup>rd</sup> Department  
Mental Hygiene Legal Service  
Plattsburgh, New York

**Base Salary:** \$27,257 @ 80%

**Classification:** Non-Competitive

**Qualifications:** One (1) year of permanent, competitive class service as a Court Office Assistant, Court Office Assistant (Keyboarding) or other position in the office clerical title series;

or

High School diploma or the equivalent and two (2) years of relevant clerical experience.

**Distinguishing Features of Work:** Senior Court Office Assistants (Keyboarding) use an understanding of administrative and legal requirements, policies, and procedures to work with a limited degree of independence preparing or modifying electronic records or written material using keyboarding skills. Senior Court Office Assistants (Keyboarding) may perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants (Keyboarding) may work at public counters as information clerks, and may also work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and perform other related duties. Senior Court Office Assistants (Keyboarding) are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

**Assignment:**

The position will be assigned to the Plattsburgh Field Office of the Mental Hygiene Legal Service.

Under the supervision of the Senior Attorney at the Plattsburgh Office and the Principal Attorney in charge of the North Country Region, the duties of the Senior Court Office Assistant (Keyboarding) will include: word processing; data base entry; filing; answering and screening telephone calls; distribution of mail; ordering supplies; generation of statistical reports; preparation and review of travel vouchers and time sheets; other clerical and administrative duties that are necessary to complete daily assignments.

**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 three (3) months. Position(s) available at this 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 web at <http://www.nycourts.gov/careers/UCS5.pdf>) AND a resume to:

Sheila E. Shea, Director  
Supreme Court, Appellate Division  
Mental Hygiene Legal Service - Third Judicial Department  
40 Steuben Street, Suite 501  
Albany, New York 12207-2109

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

**POSTING DATE: September 14, 2009**

**APPLICATION MUST BE POSTMARKED OR RECEIVED BY: October 7, 2009**

**The New York State Unified Court System is an Equal Opportunity Employer.**