PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
6TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: 06016

POSITION TITLE: **SENIOR COURT OFFICE ASSISTANT (PART TIME) JG: 12**

LOCATION: **Delaware County Supreme Court Library**
Delhi, New York

BASE SALARY: **$35,434 @ 50% / Annually**

CLASSIFICATION: **Non-Competitive**

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

DISTINGUISHING FEATURES OF WORK: Senior Court Office Assistants use an understanding of administrative and legal requirements, policies and procedures to work with a limited degree of independence on 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 may work at public counters as information clerks, may perform incidental keyboarding of information, 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 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: This half-time position is to assist in the maintenance of the Delaware Supreme Court Law Library which is open to the public the equivalent of two and one-half days a week during normal business hours. In addition to filing and helping to maintain the library collection, nominee will be responsible for assisting in the preparation of the library's budget, paying bills, providing inter-library loan services and other duties and projects as assigned by the District Office. Knowledge and use of computers, computer applications and database searching is 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 the same 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 is (1).

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY CITY OR COUNTY LEVEL COURT, FROM THE DISTRICT ADMINISTRATIVE OFFICE, OR OUR WEBSITE - http://www.nycourts.gov/careers/UCS5.pdf) AND A RESUME ELECTRONICALLY BY EMAIL TO 6JDHR@COURTS.STATE.NY.US, BY FAX TO (212) 295-4928 OR BY MAIL TO:

KAREN A. AMBROZIK, DISTRICT EXECUTIVE
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NEW YORK 13901
(607) 240-5350

POSTING DATE: August 25, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 8, 2010**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

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