



PLEASE POST

EMPLOYMENT

UCS - 23

OPPORTUNITY

ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
6TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: 06023

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

LOCATION: DELAWARE SUPREME & COUNTY COURT - DELHI, NEW YORK
-OR-
DELAWARE FAMILY COURT - 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: There are currently two (2) positions available, one assigned to Delaware Supreme & County Court and the other to Delaware Family Court. The nominee will work 17 ½ hours per week, with the specific hours to be set by the Court. Duties include but are not limited to: data processing; file retrieval; typing orders; order distribution; assisting the public and other miscellaneous clerical support.

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 is two (2).

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: November 10, 2010 Applications Must Be Postmarked Or Received By: December 3, 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