



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
6<sup>TH</sup> JUDICIAL DISTRICT

UCS - 23

ANNOUNCEMENT NUMBER: 06026

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

**LOCATION:** Tompkins County Surrogate's Court  
Ithaca, 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 position is assigned to Tompkins County Surrogate's 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 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](mailto: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, 5<sup>TH</sup> FLOOR  
BINGHAMTON, NEW YORK 13901  
(607) 240-5350

**POSTING DATE: December 23, 2010**      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 17, 2011**

*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.*