



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
State of New York  
UNIFIED COURT SYSTEM  
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07028

**POSITION TITLE:** SECRETARY **JUDICIAL GRADE:** 14  
**LOCATION:** MONROE COUNTY FAMILY COURT, HALL OF JUSTICE, ROCHESTER  
**BASE SALARY:** \$39,771 ANNUALLY **CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of general or legal secretarial experience requiring stenography; **OR** Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one (1) year of general or legal secretarial experience requiring stenography; **OR** An equivalent combination of education and experience. **While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.**

**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.

**TYPICAL DUTIES:** Secretaries must have the ability to **type finished material** at a minimum rate of **45 words per minute**. They type materials, including charts and statistics, from handwritten drafts; proofread typed material for accuracy and correct grammar, spelling and punctuation, and compose correspondence for supervisor's signature. Secretaries must be able to exercise independent judgment, tact, and patience; establish work priorities and to work without close supervision. Secretaries maintain an appointment calendar and arrange meetings. They sort, log, distribute and circulate mail and coordinate the distribution of confidential materials. Secretaries also confer with judges, administrative, and court personnel at a supervisor's request, and they provide guidance and direction to clerical and other support staff.

**ASSIGNMENT:** The incumbent must provide a wide range of confidential, administrative secretarial services in a busy, fast-paced environment in Monroe County Family Court. Prior legal secretarial experience, knowledge of the Courts, and familiarity with Word Perfect and GroupWise are 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 the same duties. Although a position may be available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title within this promotional unit, dependent upon the needs of the Unified Court System. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* Applications received from this announcement may be used to fill any vacancies that may occur 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

**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 resume to:

N.Y.S. SEVENTH JUDICIAL DISTRICT  
ADMINISTRATION OFFICE  
ROOM 161, HALL OF JUSTICE  
ROCHESTER, NEW YORK 14614-2184

FAX # (585) 784-4231  
E-MAIL ADDRESS:  
JOBS\_7THJD@courts.state.ny.us

Applicants are encouraged to complete an EEO Data Collection form UCS-19X.

**DATE OF POSTING:** December 8, 2010 **APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:** December 30, 2010

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