

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

 State of New York
 UNIFIED COURT SYSTEM
 8TH JUDICIAL DISTRICT

 Announcement # **08001**

POSITION TITLE: SENIOR ADMINISTRATIVE CLERK JG:14

LOCATION: 8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NEW YORK 14202

SALARY: \$38,242 PER YEAR

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL - TEMPORARY

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university and one year of relevant experience; **or** High School diploma or the equivalent and four (4) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Senior Administrative Clerks are supervisors of clerical units or work with substantial independence to provide paraprofessional administrative, clerical, and secretarial support for units within the Office of Court Administration (OCA) and in District Administrative Judge's offices on projects involving confidential research leading to policy development or implementation. They may perform tasks which require obtaining data or information, preparing written memoranda and reports, keyboarding, planning and scheduling activities, and performing other related duties.

ASSIGNMENT: The appointee to this position will provide assistance to the 8th Judicial District Administrative Office in the areas of administration which may include, but not be limited to: processing of purchase orders, payment vouchers to include travel and related expenses and reconciliation of monthly expenses related to payments. Candidates with a proficiency in Windows/WordPerfect 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 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 the present time: 1.

All interested persons meeting the above 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) and resume to:

Genevieve Capizzi
 Principal Administrative Assistant
 8th Judicial District Administrative Office
 92 Franklin St.
 Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.

POSTING DATE: **FEBRUARY 3, 2010**

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **FEBRUARY 24, 2010**

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply. Special arrangements for the disabled may be made by contacting the 8th District Administrative Office at (716) 845-2505.