



PLEASE POST

UCS-23

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
8TH JUDICIAL DISTRICT**

ANNOUNCEMENT # 08018

POSITION TITLE: LAW STENOGRAPHER JG:14

LOCATION: ERIE COUNTY SURROGATE COURT
92 FRANKLIN ST.
BUFFALO, NEW YORK 14202

BASE SALARY: \$39,771 PER YEAR

CLASSIFICATION: **COMPETITIVE / PROVISIONAL**
THIS WILL BE A PROVISIONAL APPOINTMENT PENDING THE ESTABLISHMENT OF
A CIVIL SERVICE LIST OF ELIGIBLES FOR WHICH AN EXAMINATION HAS NOT YET BEEN SCHEDULED.

QUALIFICATIONS:

Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one year of legal stenographic experience; **or** Two (2) years of legal stenographic experience; **or** An equivalent combination of education and work experience.

While these are minimum qualification for this title consideration may be given to education and experience directly related to the assignment.

DISTINGUISHING FEATURES OF WORK:

Law Stenographers primarily work in a pool setting and are responsible for providing legal stenographic and keyboarding services for two or more judges or groups of law assistants, law clerks, and administrative personnel in courts located in counties entirely within cities or in counties with populations exceeding 400,000. They may be assigned to provide personal secretarial services to judges for less than one full term. They also perform clerical and other related duties.

ASSIGNMENT:

The appointee will be assigned to provide clerical and secretarial assistance to the Erie County Surrogate's Court under supervision of the Chief Court Attorney and Chief Clerk.

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 this 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: 1.

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) and/or a resume to:

**MARIE VILLARI
SENIOR MANAGEMENT ANALYST
8TH DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN ST.
BUFFALO, NEW YORK 14202**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 15, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 7, 2011

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 JUDICIAL DISTRICT ADMINISTRATIVE OFFICE AT (716)845-2505 PRIOR TO INTERVIEW.