

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09003

POSITION TITLE: COURT ASSISTANT **JG:** 16
PART TIME (17 ½ HOURS PER WEEK)

LOCATION: ORANGE SUPREME & COUNTY COURT
255 MAIN STREET
GOSHEN, NEW YORK 10924

BASE SALARY: \$44,504 @ 50% & \$1,848 @ 50% LOCATION PAY

CLASSIFICATION: TEMPORARY

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of clerical experience; or four (4) years of clerical experience; or thirty (30) college level credits substituted for each year of work 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: Court Assistants serve as part clerks in: Supreme Courts; all County and District level courts; those City Courts with three or more full-time judges; and the Civil Court of the City of New York. As part clerks, they work under the supervision of higher level court clerical personnel, Chief Clerks, Commissioners of Jurors, or County Clerks and perform court clerical tasks directly related to court proceedings. Court Assistants may also work outside of the courtroom in these same courts, in other New York City City Courts, or in the Court of Claims, where they provide procedural information, supervise units staffed by Principal Office Assistants and other subordinate personnel engaged in court support activities such as intake of papers or docketing. They may be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and may perform duties related to arbitration and the disposition of actions by means of arbitration, and perform other related duties.

ASSIGNMENT: Serve as intake Clerk, perform IAS assignments and initialize cases in CCIS Civil Application; Perform multiple records checks on Matrimonial applications in SOC/E-Justice and UCMS/Supreme; Review, schedule and process Orders To Show Cause; Process telephone inquiries and procedural questions at Civil Reception desk.

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 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 (3) 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 <http://www.nycourts.gov/careers/ucs5.pdf>) AND RESUME TO:

THOMAS ADAMS, CHIEF CLERK
ORANGE SUPREME & COUNTY COURT
255 MAIN STREET
GOSHEN, NEW YORK 12601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: FEBRUARY 24, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** MARCH 17, 2010

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