

PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

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**ANNOUNCEMENT NUMBER 09005**

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**POSITION TITLE:** SUPERVISING COURT OFFICE ASSISTANT **JG:** 16

**LOCATION:** ORANGE FAMILY COURT  
285 MAIN STREET  
GOSHEN, NEW YORK 10924

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

**CLASSIFICATION:** TEMPORARY\*\*

**QUALIFICATIONS:** One year of permanent, competitive class service in the Senior Court Office Assistant, Senior Court Office Assistant (Keyboarding), or Senior Data Recording Assistant title; **or** Two years of permanent competitive class service in the Court Office Assistant, Court Office Assistant (Keyboarding) or Data Recording Assistant title; **or** High school diploma or the equivalent and three (3) years of clerical experience.

**DISTINGUISHING FEATURES OF WORK:** Supervising Court Office Assistants are unit supervisors of a clerical or processing unit staffed by three or more subordinate personnel, or are assistant supervisors within a large unit supervised by higher level personnel. Supervising Court Office Assistants work with a substantial degree of independence on a variety of office clerical and administrative tasks. Supervising Court Office Assistants may perform incidental keyboarding of information, may work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, or as supervisors of central jury rooms, and perform other related duties. Supervising 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:** Preparing Court Orders for the Support Magistrate Unit; filling in for Support Magistrate Assistants; performing court room duties and operating digital recording equipment.

**\*\*This is a temporary, part-time assignment**

**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 (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:**

ELIZABETH HOLBROOK, CHIEF CLERK  
ORANGE FAMILY COURT  
285 MAIN STREET  
GOSHEN, NEW YORK 10924

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM**

**POSTING DATE:** APRIL 7, 2010

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** APRIL 28, 2010

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