

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09006 AMENDED

POSITION TITLE: JUDGE'S ATTENDANT** **JG: 12**

LOCATION: YONKERS CITY COURT
100 SOUTH BROADWAY
YONKERS, NEW YORK 10701

BASE SALARY: \$35,434 @ 50% + \$3,697 @ 50% LOCATION PAY

CLASSIFICATION: TEMPORARY [Approximately 6 Months]**

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of clerical experience.

DISTINGUISHING FEATURES OF WORK: Judges' Attendants work under supervision and are responsible for providing assistance to Judges who have impairments that limit major life activities such as seeing, hearing, speaking, walking, and performing manual tasks. Judges' Attendants are responsible for performing routine clerical tasks, messenger duties and other related duties in chambers, the courtroom and other court related locations.

ASSIGNMENT: Responsible for reading, writing, and the clerical processing of all court documents for one visually impaired Judge; works in courtroom, chambers, back-office, and at hearings and conferences. Sets up courtroom for proceedings; Transports court documents between offices and courtrooms; Operates all office machinery; Assists judge in robing and disrobing and escorts judge to and from courtroom and chambers; retrieves files and law books; Files and retrieves court documents and correspondence to expedite the case processing; screens visitors and phone calls; Responds to in-person, telephone or written questions; takes messages or directs the person or inquiry to the appropriate court unit; Reads instructions in order to obtain information and/or to review or prepare documents and forms.

****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: 2.

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:

MARISA GARCIA, CHIEF CLERK
YONKERS CITY COURT
100 SOUTH BROADWAY
YONKERS, NEW YORK 10701

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: APRIL 21, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: MAY 5, 2010

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