

PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

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ANNOUNCEMENT NO. 09007

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POSITION TITLE: COURT AIDE \*\* JG: 10

LOCATION: WESTCHESTER SURROGATE'S COURT  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601

BASE SALARY: \$31,557 @ 50% + 3,697 @ 50% LOCATION PAY

CLASSIFICATION: TEMPORARY [Approximately 3 Months] \*\*

QUALIFICATIONS: Successful completion of the eighth grade or the equivalent.

**DISTINGUISHING FEATURES OF WORK:** Court Aides are responsible for transporting furniture, equipment, and other bulk objects between offices, courtrooms, judges chambers, and other courthouse locations. Court Aides also perform messenger duties and a variety of routine clerical and other related tasks.

**ASSIGNMENT:** Answering phones, taking messages; Opening, sorting and distributing mail to proper departments; Logging mail into Universal Case Management System (UCMS); Receiving and stamping in all law books and distribute to correct departments; Receiving and stamping in papers from petitioners/attorneys. Supporting Cashier Department and other various clerical duties.

***\*\*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 AT <http://www.nycourts.gov/careers/ucs5.pdf> ) AND RESUME TO:**

CHARLES SCOTT, CHIEF CLERK  
WESTCHESTER SURROGATE'S COURT  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601

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

POSTING DATE: APRIL 28, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: MAY 19, 2010

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