



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

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ANNOUNCEMENT NUMBER 09038 AMENDED

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POSITION TITLE: COURT REVENUE ASSISTANT JG: 14

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

BASE SALARY: \$39,771 + \$3,697 LOCATION PAY

CLASSIFICATION: COMPETITIVE/TEMPORARY

**QUALIFICATIONS:**

One (1) 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 (2) 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 relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Under direct supervision of a Chief Clerk, Deputy Chief Clerk or other supervisory personnel. Court Revenue Assistants serve as cashiers performing fiscal tasks in which mathematical calculations are fundamental including accepting fees, fines, bail or other payments; disbursing funds including the refund of bail, and performing daily cash drawer and monthly bank statement reconciliations. Court Revenue Assistants may also perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, retrieving material from files, providing information at public counters and other related duties.

**ASSIGNMENT:**

Receives financial payments in person by mail; Records receipt of money, checks calculations, and balances cash books; Prepares deposits of receipts, maintains court bank records, and prepares accounting reports; Compiles and makes calculations of financial and other data for preparation of fiscal reports; Reviews court documents, extracts and interprets pertinent information and applies appropriate fee, fine or penalty; Sorts documents, forms, court records, and other written material delivered by mail, in-person, electronically or by other means, to determine whether required information is present and accurate; Prepares periodic financial reports using a standardized format and other related duties.

**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 depended 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 <http://www.nycourts.gov/careers/UCS5.pdf>) AND/OR RESUME TO:**

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

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

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**POSTING DATE:** October 20, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 12, 2010

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

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