



PLEASE POST

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

ANNOUNCEMENT NUMBER 09040

POSITION TITLE: SECRETARY TO JUDGE JG-17

LOCATION: WESTCHESTER SUPREME & COUNTY COURT
11 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

BASE SALARY: \$47,033 + \$3,697 LOCATION PAY

CLASSIFICATION: EXEMPT - CONFIDENTIAL

QUALIFICATIONS: HIGH SCHOOL DIPLOMA OR THE EQUIVALENT AND TWO (2) YEARS OF LEGAL SECRETARIAL EXPERIENCE; OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

DISTINGUISHING FEATURES OF WORK:

Secretaries to Judges provide personal and confidential legal secretarial services and perform other related duties for judges who serve in the Supreme Court, Court of Claims, City, Family, County, Surrogate's and District Courts. Secretaries to Judge may also perform clerical and reporting duties in a courtroom or court office.

ASSIGNMENT: PERFORM SECRETARIAL, STENOGRAPHIC, AND CLERICAL DUTIES FOR SUPREME COURT JUSTICE.

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 the same 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. 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) AND/OR RESUME TO:

HONORABLE BRUCE E. TOLBERT
SUPREME COURT JUSTICE
WESTCHESTER SUPREME & COUNTY 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: October 20, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 3, 2010

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