PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09042

POSITION TITLE: **PRINCIPAL ADMINISTRATIVE ASSISTANT** **JG:** 30

BASE SALARY: **$94,366 + Location Pay 3,697**

QUALIFICATIONS: **One year in the Senior Administrative Assistant title; or Master's degree in Public or Business Administration from an accredited college or university and four (4) years of relevant experience; or An equivalent combination of education and experience.**

DISTINGUISHING FEATURES OF WORK: Principal Administrative Assistants work under direct supervision of an Administrative Judge providing managerial analysis of court structures and operations and staff assistance to the Administrative Judge in the management of court activities. Principal Administrative Assistants may oversee special projects, prepare reports, or have responsibility for management of particular areas of court operations.

OR

POSITION TITLE: **SENIOR ADMINISTRATIVE ASSISTANT** **JG:** 28

BASE SALARY: **$84,897 + Location Pay 3,697**

QUALIFICATIONS: **One year in the Administrative Assistant title; or Master's degree in Public of Business Administration from an accredited college or university and four (4) years of relevant experience; or An equivalent combination of education and experience.**

DISTINGUISHING FEATURES OF WORK: Senior Administrative Assistants work under direct supervision of an Administrative Judge providing staff research assistance and relieving the Administrative Judge of on-going, day-to-day administrative duties in a variety of areas of operations in the district. Senior Administrative Assistants may oversee special projects and prepare reports on court operations within the district.

LOCATION: **ADMINISTRATIVE JUDGE'S OFFICE**
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

CLASSIFICATION: **NON-COMPETITIVE - CONFIDENTIAL**

ASSIGNMENT: Serves as overall District Financial Manager for Courts and Agencies in the Ninth Judicial District. Responsibilities include, but are not limited to: Budget Development; Budget Implementation; Monitor spending; prepares quarterly projections and reviews quarterly variances of projections vs. actual spending; implements new fiscal policies, procedures and programs; Voucher Processing; Audit and approval for certification of all voucher payments; Purchasing and Procurement; Revenue Collection, Disbursement & Accounting; responsible for the receipt and transmittal of all state revenues for five County Clerks' Office, five Surrogates' Courts and eleven City Courts in the District; Acts as a liaison with OCA and Office of the State Comptroller on financial issues.

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 the 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 E-MAIL TO 9JDemploymentapps@nycourts.gov OR 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:

HONORABLE ALAN D. SCHEINKMAN
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: **NOVEMBER 3, 2010**
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **NOVEMBER 26, 2010**

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