

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09046

POSITION TITLE: SECRETARY **JG: 14**

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

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

CLASSIFICATION: NON-COMPETITIVE /CONFIDENTIAL

QUALIFICATIONS: High School Diploma or the equivalent and two (2) years of general or legal secretarial experience requiring stenography **or** Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one (1) year of general legal secretarial experience requiring stenography **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Secretaries provide personal and confidential secretarial services and perform other related duties for the following individual, non-judicial administrators; Chief Clerks VII, Chief Clerk VI, Directors of the Mental Health Information Service, Executive Assistants, Directors and Deputy Directors of units within the Office of Court Administration and other administrative positions of comparable responsibility.

ASSIGNMENT: Organizes and maintains office files and personal records; Screens visitors and telephone calls and responds to inquiries or refers them to other personnel; Sorts, logs, distributes, and circulates mail and coordinates the distribution of confidential materials; Confers with judges, administrative, and court personnel at supervisor's request; Assists with special projects and other various clerical 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 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 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 RESUME TO:

NANCY BARRY, ESQ.
CHIEF CLERK
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: NOVEMBER 17, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: DECEMBER 9, 2010

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