

PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

---

**ANNOUNCEMENT NUMBER 09913**

---

**POSITION TITLE:** SECRETARY TO JUDGE JG-17

**LOCATION:** WESTCHESTER FAMILY COURT  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601

**BASE SALARY:** \$45,225 + \$3,555 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. In courts where the Secretary to Judge provides personal and confidential legal secretarial services for more than one judge, the appointing authority is the Chief Administrative Judge.

**ASSIGNMENT:** Perform secretarial and clerical duties for Supervising Judge of Family Court.

**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 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. 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:**

HONORABLE KATHIE DAVIDSON  
ACTING SUPREME COURT JUSTICE  
WESTCHESTER FAMILY 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:** AUGUST 5, 2009

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** AUGUST 26, 2009

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