



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 12110

---

**POSITION TITLE:** SENIOR ADMINISTRATIVE SECRETARY **JG: 19**

**LOCATION:** OFFICE OF COURT ADMINISTRATION  
COUNSEL'S OFFICE  
NEW YORK, NY

**BASE SALARY:** \$ 60,339 + \$4,300 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** High School diploma or the equivalent and four (4) years of general or legal secretarial experience; or Satisfactory completion of a certified business or commercial course beyond the high school level and three (3) years of general or legal secretarial experience; or An equivalent combination of education and experience. **Preference will be given to candidates with law firm experience as a legal assistant or paralegal.**

**DISTINGUISHING FEATURES OF WORK:** Senior Administrative Secretaries provide personal and confidential secretarial services, which may include legal stenography and typing, and administrative assistance, and perform other related duties.

**ASSIGNMENT:** This position will provide administrative and secretarial support for the Office of Court Administration - Counsel's Office. Duties include, but are not limited to: assisting attorneys in preparing and organization various legal documents; composing correspondence; conducting research and preparing reports; general law office secretarial work including typing, dictation, phones, using office equipment, proofreading, filing, screening visitors, mail, and travel arrangements; taking notes and minutes at conferences and meetings; conferring with judges, administrative, and court personnel at supervisor's request; organizing and maintaining office files and maintaining appointment calendars and arranging meetings.

**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.

**APPLICATION PROCEDURES:** 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 [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [counselsoffice-emp@nycourts.gov](mailto:counselsoffice-emp@nycourts.gov) or by mail to:

ANTHONY PERRI  
ACTING COUNSEL  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET  
NEW YORK, NY 10004

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)**

**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

---

**POSTING DATE:** December 6, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 3, 2023

---

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

---