**POSITION TITLE:** ADMINISTRATIVE SECRETARY  
**JG:** 17

**LOCATION:** APPELLATE DIVISION, FIRST DEPARTMENT  
ATTORNEY GRIEVANCE COMMITTEE  
180 MAIDEN LANE, NEW YORK, NY

**BASE SALARY:** $52,981 + $4,200 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL

**QUALIFICATIONS:**  
High school diploma or the equivalent and three (3) years of general or legal secretarial experience; or satisfactory completion of a certified business or commercial course beyond the high school level; and two (2) years of general or legal secretarial experience; or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**  
Administrative secretaries provide personal and confidential secretarial services and administrative assistance and perform other related duties for executive staff such as Chief Clerks of the Appellate Divisions, County Clerks in New York City, the Directors of Management and Planning, Court Information Service, Budget & Finance, and Personnel in the Office of Court Administration and for the Directors of Administration for the courts outside of New York City.

**ASSIGNMENT:**  
This position is assigned to Counsel's Office for the Attorney Grievance Committee of the Appellate Division, First Department, located at 180 Maiden Lane.

**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 ad1humanresources@nycourts.gov or mail to:  
Kerry Bookstaver  
Appellate Division, First Judicial Department  
27 Madison Avenue  
New York, NY 10010

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

**POSTING DATE:** March 2, 2020  
**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 23, 2020

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