



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52279

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: Mental Hygiene Legal Service
750 Vandalia Avenue, Kings County

BASE SALARY: \$45,685 + LOCATION PAY \$4,300

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL -TEMPORARY

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of general or legal secretarial experience; **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 or legal secretarial experience; **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 non-judicial administrators; Chief Clerks VII, Chief Clerks 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: This position will provide personal and confidential secretarial services; perform data entry; prepare travel vouchers; monitor court calendars; compose correspondence for supervisor's signature; maintain office files and personnel records; screen visitors, telephone calls, mail and other confidential material; confer with judges, administrative and court personnel at supervisor's request; take and transcribe dictation of correspondence, reports and other typical office materials; proofread typed material for accuracy and correct grammar, spelling and punctuation; sort, log, distribute and circulate mail and coordinate the distribution of confidential materials; and take notes and minutes at conferences and meetings. Candidates must be proficient in Microsoft Outlook, Microsoft Excel, Microsoft Word and/or WordPerfect. Punctuality and strong interpersonal and organizational skills are required, as well as the ability to handle sensitive matters in a confidential manner.

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) and a resume by email to MHLS2-HR@nycourts.gov or by mail to:

Michael Neville
Director
Mental Hygiene Legal Service
600 Old Country Road, Suite 224
Garden City, NY 11530

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY 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 7, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 4, 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.
